

St. Joseph's Parish

TITLE	Coordinator of Young Adult Ministry & Faith Formation
LOCATION	St. Joseph's Parish, 151 Laurier Ave. East Ottawa, ON K1N 6N8
REPORTS TO	Executive Director & Pastor
RESPONSIBILITIES	<p><i>Young Adult Ministry</i></p> <ul style="list-style-type: none">• Coordinate weekly, monthly, and annual calendar of events for, with, and of interest to young adults including opportunities for service, social, and spiritual engagement• Develop targeted programming with specific young adult subsets (first years, undergrads, graduate students, international students, student teachers, young professionals, young married couples, young parents, etc.)• Develop a process to identify, form, and support young adult leadership within the young adult community• Represent St. Joseph's in planning for university and college student events and resources (Church Crawl, Welcome Week, Catholic Student Week, etc).• Participate in ecumenical campus Chaplaincy ministry• Support Catholic student club on U of O campus• Coordinate Sunday 7pm Sunday University Mass during the school year• Coordinate Pastoral Letter request process for student teachers and teachers• Assist young adults with integration into the parish community in all areas of ministry and service• Identify young adult mentors in specific professional careers• Identify members of the adult community who have the gifts and interest to assist in young adult ministry• Foster an open-door policy to support and offer resources to young adults who come seeking a listening ear, assistance, or guidance. <p><i>Sacramental Preparation</i></p> <ul style="list-style-type: none">• Plan annual calendar of Sacramental programs• Coordinate Infant Baptismal program and process.• Coordinate 1st communion preparation group process as well as individual preparation as needed throughout the year• Coordinate 1st reconciliation preparation group process as well as individual preparation as needed throughout the year

- Coordinate Confirmation preparation group process as well as individual preparation as needed throughout the year
- Coordinate year-round adult initiation process which fully implements the Rite of Christian Initiation of Adults
- Coordinate Marriage Preparation courses
- Provide necessary information/documentation to ensure the Parish Office can update and maintain Sacramental records
- Collaborate with Director of Liturgy to create and execute liturgies with initiation and other sacramental elements

Administration

- Develop online materials, communication, and resources for all applicable areas of responsibility
- Represent St. Joseph's at Archdiocesan Pastoral Days when available
- Follow all applicable accounting and administrative procedures
- Manage budgets for all programming areas
- Prepare annual ministry reports as needed
- Participate as a member of the Pastoral Team of the parish

EDUCATION Bachelor degree in related or appropriate field (theology, religious studies, pastoral care, social work, education, etc). Formation/experience in theology and/or adult education, including adult religious education a plus.

EXPERIENCE Member of the Catholic faith community with an active faith life. Experience or ministry to and with young adults and understanding of related developmental stages. Catholic pastoral experience (campus and/or parish) in various areas of faith development, sacramental preparation, and multi-generational formation a plus. Pastoral counseling experience also an asset. Able to work independently as well as collaboratively in a fast-paced urban, progressive, and inclusive parish environment. Experience with Microsoft Office suite as well as various social media platforms. Police background check required.

REMUNERATION TYPE Regular full-time with benefits.

HOURS OF WORK The work week is 37.5 hours which may include weekends and evenings depending on the demands of the ministry. The schedule is flexible and set by the employee to meet the demands of the ministry.