

ST. ALPHONSUS PARISH

JOB DESCRIPTION

Position Title: Associate Director of Child Ministry

Supervisor's Title: Director of Youth and Young Adult Ministry

Status: Non-Exempt

Approval Date:

Job Summary:

The Associate Director of Child Ministry is a part time position (20-25 hours) whose primary focus is to evangelize and catechize the children and families of children in kindergarten through fifth grade. This position is an integral member of the pastoral staff and is accountable to the Pastor and reports to the Director of Youth and Young Adult Ministry. The Associate Director of Child Ministry is responsible for bringing the Gospel to the families in our traditional formation classes as well as our Family Program (family formation in an intergenerational approach with a pull out for various child development levels). This position requires evening and weekend hours. The ideal candidate is someone who has ministry experience or volunteer experience in ministry and/or the ability to learn new skills.

Knowledge, Skills and Abilities:

- Active, Confirmed Catholic able to participate fully in the Sacramental Life of the Church
- Bachelor's degree in (1) Theology/Religious Education/Catechetics, or (2) an Education related field AND/OR a (3) certificate in Catholic catechesis or theology is desired OR equivalent volunteer or work experience
- Experience with children, youth and adults in formation or training is desired
- Teachable and able to adjust to creating a culture of discipleship in the parish
- Professional, working attitude and able to collaborate with others
- Ability to maintain confidentiality
- Able to organize, delegate and encourage others
- Strong verbal and written skills; able to communicate effectively to a wide variety of people
- Basic computer skills: microsoft office and google suite

Formation Duties and Responsibilities:

- Passionately shares the Gospel with children and their families
- Plans collaboratively with the pastoral and administrative staff to carry out the mission of the Church
- Integral member of the Faith Formation Staff, primarily responsible for children from kindergarten through fifth grade
- Is the lead staff member for the Sacramental Preparation for First Reconciliation and First Communion and plans on-site retreats for both First Reconciliation and First Communion
- Creates formation activities for parents for Sacramental Prep in union and alongside the Director of Youth and Young Adult Ministry
- Plans, develops and executes the Family Program (twice a month)
 - Engages families in formation as a family - strengthening the Domestic Church
 - Plans pullouts for children in the following groupings: K5-1st Grade; 2nd Grade; 3rd - 5th Grade

- Plans adult content to help parents connect more deeply in their own relationship with God, making sure they proclaim the Good News of the Gospel to those who have not truly heard it
- Provides support for catechists by offering trainings and opportunities to pray together
- Establishes a team approach between catechists, staff and parents in order to better proclaim the Gospel to all families
- Offers opportunities for families to serve others in both the parish and the larger community
- Collaborates with the Pastor, Director of Youth and Young Adult Ministry and the Principal to manifest the vision for catechetical and sacramental life of the parish
- Serves as the staff liaison for Children's Liturgy of the Word
- Fosters student participation in evangelization, formation and stewardship; particularly in involvement in the Holy Mass
- Effectively manages attendance, behavior concerns and communicates with parents
- Assures supervision of minors while on the parish/school grounds for formation
- Implements the policies of the Archdiocese of Milwaukee for evangelization, catechesis and stewardship

Administrative Duties and Responsibilities:

- Serves as a professional member of the pastoral staff
- Attends all pertinent meetings to ensure the carrying out the mission of the Church which includes, but is not limited to, pastoral staff meetings and the Christian Formation Committee
- Maintains accurate records for programming and for Safeguarding all of God's Children
- Visibly present and engaged at parish events in order to foster positive parish relations within the parish but also in the larger community
- Attends respective opportunities for faith formation and professional development as able
- Other duties as assigned

ADA Physical Requirements:*

- The employee is regularly required to sit, stand, walk, talk and hear
- The employee is frequently expected to sit for extended periods; use hands; reach with hand and arms
- Close vision required for paperwork and computer
- Able to utilize a computer keyboard, monitor, and telephone
- This role functions in an office environment and uses standard office equipment
- Ability to lift 20 pounds

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.

Employee Signature: _____ Date: _____