

Our Lady of Perpetual Help

7132 Arizona Ave., Hammond, IN 46323

Coordinator of Youth & Young Adult Ministry and RCIA (part-time 15 hrs. week)

Position: Under the general supervision of the pastor, the Coordinator of Youth & Young Adult Ministry/RCIA will be responsible for, the development of junior high/senior high youth ministry program, development and implementation of a young adult program and Rite of Christian Initiation of Adults

Qualifications:

1. Degree in Theology or Ministry preferred
2. Excellent interpersonal skills, especially the ability to communicate with parishioners and staff
3. An attention for details, strong work ethic, and has the ability to multitask between projects

Youth Ministry

Form youth ministry team responsible for planning, implementing and evaluating a program

Grow the number of youth participating in the life of the church

Invite and assist youth into service in parish ministries

Coordinate youth as ministers in the 10am Mass on the second Sunday of the month

Providing appropriate services and programs for parents of adolescents

Cooperate with deanery and diocesan youth events

Young Adult*

Form a young adult leadership team to develop a written plan and implement programs to further this plan

Grow the number of young adults participating in this ministry

Design and promote opportunities for young adults

Ensure participation in diocesan Men's Conference and Women's Conference

RCIA

Coordinate the process of advertising, scheduling, interviewing, of unbaptized adult catechumens, adult candidates for full communion, and uncatechized adults

Form an RCIA team

Be pastorally attentive to the needs of inquirers, catechumens and candidates

Ensure participation in the Rituals

Facilitate the catechetical instruction

Maintain the database, collection of sacramental records, verification of sponsor information

Collaborate with the Coordinator of Religious Education for the inclusion of children of catechetical age into the Rituals

General Responsibilities

In general participate at Sunday Eucharist and attend parish functions

Member of the Education Commission

Ensure the “Safe Environment” policies of the Diocese of Gary are implemented in these ministry areas

Manage budget areas for these ministries

General Employment

The work week is generally 15 hours per week on an 11 month basis.

Specific office hours will be determined for at least one and one-half days per week

The position requires a willingness and flexibility in work hours when necessary to fulfill job responsibilities.

*Young adults are defined as young people ages 18-35 who are single or married, divorced and in college, working, unemployed, etc.. are invited by the parish to an authentic life in Jesus Christ and needing to be spiritually equipped to become lifelong, missionary disciples.

If interested call, email or send resume to:

Our Lady of Perpetual Help Parish, Attn: Robert Meaney

7132 Arizona Ave.

Hammond, IN 46323

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