



# Fort Recovery Cluster

Cluster Office: 403 Sharpsburg Road, Fort Recovery, Ohio 45846

**POSITION:** Director of Youth and Young Adult Ministry

**All interested applicants may submit cover letter and resume to one of the following:**

**Email:** [pastor@fortrecoverycatholics.org](mailto:pastor@fortrecoverycatholics.org) and [business@fortrecoverycatholics.org](mailto:business@fortrecoverycatholics.org)

**Cluster Office: 403 Sharpsburg Road, Fort Recovery, Ohio 45883**

**Ministry Goal:** The Youth and Young Adult Minister's mission is to form and evangelize the youth and young adults of the Catholic community. They strive to draw young people to responsible participation in the life, mission, and work of the Catholic faith community. They desire to foster the total personal and spiritual growth of each young person they encounter.

**Job Description:** The Fort Recovery Cluster is seeking a full-time youth and young adult ministry coordinator to manage the existing Youth and Young Adult Ministry program in the four-parish cluster. This individual would be responsible to plan, organize and coordinate youth and young adult activities in the cluster. Must be flexible to include most weekend, morning and/or evening activities.

**Qualifications/Competencies:**

- A practicing Catholic and upholds the teachings of the Church.
- Experience working with junior high/high school aged students and/or college students in a ministry environment.
- VIRTUS certified. (Can be acquired once accepted)
- Strives for holiness in their personal life
- Preferred skills: Manages time well; able to recruit and manage others for activities; good public speaking skills; energetic personality with a servant heart; good organization skills. Experience working with technology and social media.

**Responsibilities:** The following is already currently in place. The new youth and young adult minister will be expected to evaluate the current state of the program and discern what needs changed, added, removed, etc.

*The Youth and Young Adult Minister will work under the Pastor. Will work with parochial Vicar and CCD Coordinator.*

The Youth and Young Adult Minister will coordinate, plan, implement, and promote the following: (More in-depth detail will be provided if hired)

- Breakfast Club: Bi-monthly on Fridays. Includes donuts or waffles. A local speaker shares his/her testimony.
- Small Groups: Men & Women small groups
- Bible Studies/Faith formation: Includes both middle and high school students and young adults
- Children's Christmas Kick-off
- March for Life in Washington D.C.
- Steubenville Youth Conference
- Mission Trips
- Organize Adult Volunteers
- Plan fundraisers to supplement youth program (i.e. Christmas Caramels, Wedding Receptions)
- Organize permission and medical forms
- Coordinate Social Media outlets for the cluster
- Work with Northern Network Youth Ministers of the Archdiocese of Cincinnati
- Continue personal faith formation through personal study and retreats/conferences
- Manage Augustine Institute Media kiosks
- Coordinate community outreach
- Assist CCD coordinator
- Teach a CCD Class
- Work with Business Manager in terms of budgeting

### **Compensation/Benefits:**

Wages for the Youth and Young Adult Minister will begin at \$15.00/hour. Starting pay with raises possible due to performance and duration of employment. Eligible employees who regularly work 30 or more hours a week are entitled to Medical, Dental and FSA benefits, as well as Group Life Insurance, Long Term Disability (LTD) Insurance, and the 401(k) Plan. All employees who are scheduled to work 20 or more hours per week but less than 30 hours per week are eligible for Group Life Insurance, Long Term Disability (LTD) Insurance, and the 401(k) Plan. If the employee wishes to waive health insurance benefits, a possible increase in wage could be negotiated. If there are any additional questions on benefits, please contact Amy Lennartz, Business Manager, at 419- 375-4153 or 419-852-7066.

### **About the Fort Recovery Catholic Community:**

The Catholic Community of Fort Recovery, Ohio is made up of four parishes: Mary Help of Christians', St. Joseph, St. Paul, St. Peter. We are a Christ-centered Catholic community who welcomes, serves and guides people to a life of holiness. We actively invite others to a deeper relationship with Christ Jesus through the sacraments and programs we offer. We desire to walk people home: Heaven.