



CHRIST THE KING CATHOLIC CHURCH

JOB DESCRIPTION

Youth Discipleship Administrative Assistant

Accountability: Reports to Assistant Director of Youth Discipleship

**Supervisory
Responsibility:** Supervises volunteers

FLSA Status: Non-Exempt

Hours: Part-time (6 hours/week). Primarily on-site with possibility of some remote work

General Summary: The Youth Discipleship Administrative Assistant helps carry out the mission of Christ the King Catholic Parish to “joyfully worship God and raise up Spirit-filled disciples” through supporting the various children’s ministries, including Religious Education, Catechesis of the Good Shepherd, Liturgy of the Word for Children and Vacation Bible School.

Principle Duties and Responsibilities include:

- General administrative support, including email communications, managing printing needs, running errands as needed
- Regular updating of records, creating spreadsheets and registration forms, editing content, generating lists and schedules, and compiling information for easy access
- Assisting in the scheduling, planning and executing of events which support children’s ministries and catechist training
- Providing administrative support for annual events: Vacation Bible School, All-Grade Programs, First Penance and First Communion, Bosco Dinner and other children’s ministry events. *(NOTE: possible option of the position including the role of VBS Administrator which would add a significant number of additional hours in the month of June each year.)*
- Ordering textbooks and supplies as needed
- Performing other related tasks as needed

JOB DESCRIPTION CONTINUED

Youth Discipleship Administrative Assistant

Knowledge, Skills and Abilities

Education:	High School graduate or equivalent. College graduate or equivalent experience preferred
Experience:	Experience using Microsoft Excel, Word, Publisher and Google Forms, along with general computer skills and knowledge of office procedures
Requirements:	Must be an active, practicing Catholic, support the work of Christ the King Catholic Church and be willing to become a parishioner. Should be able to provide creative input in carrying out the parish mission in the context of children's ministry and catechesis. Must have demonstrated organizational skills, the ability to handle multiple tasks, attention to detail and accuracy. Must be able to work independently as well as with volunteers. Must complete Alpha (or similar) course.
Physical Demands:	Flexible schedule with some nights and weekends required. Prefer ability to work at least 4 hours on Wednesdays during the school year. While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and use a computer. The position also requires some standing, stooping, bending and lifting up to 25 pounds. The above statements describe the general nature and level of work of the position. This is not an exhaustive list of all responsibilities, duties, and skills.

Please submit resume and cover letter to Susan Perrier at sperrier@ctkcc.net.

Our core values describe the heart of our parish. They guide how we worship, grow in faith, welcome others, and respond to the Holy Spirit as we live out our mission together.



Core Value no. 1

Personal Transformation:

Allowing the Holy Spirit to transform us more closely to the image of Christ.

Guiding Scripture:

*"... be transformed by the renewal of your mind, that you may discern what is the will of God, what is good and pleasing and perfect."
—Romans 12:2*

Ways we live this out...

- Regular reception of the Sacraments
- Daily personal prayer—charismatic and contemplative
- Reading and allowing the Word of God to dwell in us richly
- Cultivating a relationship with Mary and the Saints
- Regularly sharing testimony of personal transformation
- Intentional cultivation of spiritual growth which may include retreats, spiritual direction, spiritual reading, Adoration, etc.
- Intentionally pursuing growth in the charismatic gifts
- Wisely stewarding the gifts of time, talent, and treasure the Lord has entrusted to us



Core Value no. 2

Holy Joy:

Confidence, buoyancy, and hope that comes from abiding in Jesus' presence.

Guiding Scripture:

*"The joy of the Lord is your strength"
— Nehemiah 8:10*

Ways we live this out...

- Living out of our identity as beloved sons and daughters of God
- Keeping our eyes fixed on Jesus regardless of the circumstances
- Having a Kingdom mindset: seeking to see people and situations as Jesus sees them
- Worshiping in joy and freedom: full, conscious, active participation using our bodies, voices, and the charismatic gifts as the Spirit leads
- Rejoicing together, especially as we celebrate our Sacramental life
- Serving the Lord and each other with gladness
- Welcoming others: "Let all who arrive be received as Christ." — St. Benedict



Core Value no. 3

Spirit-led Boldness:

Asking for and responding to the promptings of the Holy Spirit to make Jesus better known to the world.

Guiding Scripture:

"You will receive power when the Holy Spirit comes upon you, and you will be My witnesses...."
—Acts 1:8

Ways we live this out...

- Seeking God's heart for others; loving them as the Father loves them
- Stepping out of our comfort zone to make Jesus known
- Intentionally participating in the Church's work of evangelization through relationships, events, parish initiatives, etc.
- Regularly ministering with the charismatic gifts
- Regularly listening for and sharing Jesus' word for the person in front of us and for our community
- Praying with others (not just for others), especially for healing
- Acknowledging and celebrating each other's acts of Spirit-led boldness



Core Value no. 4

Parish as Family

A parish in which we know and love each other, and together are formed and sent on mission by Jesus.

Guiding Scripture:

"They devoted themselves to the teaching of the apostles and to the communal life, to the Breaking of the Bread and to the prayers."
—Acts 2:42

Ways we live this out...

- Cultivating human connections by spending time together, engaging with one another, and speaking words of encouragement
- Fostering a culture of belonging and accompaniment
- Seeking to live in unity; "one in heart and mind"
- Practicing charitable accountability; seeking and extending forgiveness
- Rejoicing with those who rejoice; mourning with those who mourn
- Participating in discipling relationships and encouraging others to do so
- Incorporating these values and practices into our families as domestic churches

OUR MISSION

We exist to joyfully worship God and raise up Spirit-filled disciples.