

DIOCESE OF DALLAS YOUNG ADULT COUNCIL

Job Description

GENERAL DESCRIPTION FOR ALL TEAM MEMBERS

The Diocese of Dallas Young Adult Council exists to support the ministry to young adults in the Diocese of Dallas. The Council uses their core purpose as a guide for its actions and decisions:

Rooted in our Roman Catholic faith, we support diverse young adult Catholics throughout the Diocese of Dallas by providing opportunities to encounter Jesus, connect to the Church, and share their gifts with the world.

GENERAL RESPONSIBILITIES FOR ALL TEAM MEMBERS

- Attend monthly Young Adult Council Meetings.
- Advocate for Young Adult Ministry within their parish.
- Be a conduit for information between the council and their parish.
- Participate as actively as possible in diocesan young adult events.

GENERAL QUALITIES NEEDED FOR ALL TEAM MEMBERS

- Be registered in a parish in the Diocese of Dallas.
- Passion for young adults.
- Ability to work with others and appreciation other people’s ideas, cultures, and opinions.
- Appreciation of our Church, Young Adult Ministry, and the Vision and Goals of the Young Adult Council of the Diocese of Dallas.
- Willing to commit to one year of team membership.

COUNCIL TEAMS	
EXECUTIVE TEAM	COMMITTEE TEAM
<ul style="list-style-type: none"> • Responsible for keeping the focus of the council centered on our goals and vision. • Sets and guides the agenda for the monthly meetings. 	<ul style="list-style-type: none"> • Gathers a team of people to help with the committee. • Sets a monthly meeting with committee. • Serves as liaison between council and committee.
<p><u>Members:</u></p> <ul style="list-style-type: none"> • Young Adult Diocesan Leader (YADL) / Council Chair • Secretary • Communications • At-Large Advisor – Parish Priest • At-Large Advisor – Parish Staff Member 	<p><u>Members:</u></p> <ul style="list-style-type: none"> • Parish Outreach and Networking Co-Chair (2) • Service Co-Chair (2) • Spiritual Co-Chair (2) • Training and Leadership Co-Chair (2) • Theology on Tap Co-Chair (2)

Job Title	Young Adult Diocesan Leader (YADL) / Council Chair
Team	Executive Team
GENERAL DESCRIPTION	
<p>The Young Adult Diocesan Leader (YADL) is the chair of the Diocese of Dallas Young Adult Council. The YADL leads and guides the team by setting meeting agendas and running council meetings. The YADL interfaces with the Office of Youth & Young Adult Ministries to ensure the Council maintains its connection with the diocese.</p>	
ESSENTIAL JOB FUNCTIONS	
<ul style="list-style-type: none"> – Leadership/Guidance of the team – Liaison to diocesan offices – Maintaining budget and financial information – Setting meeting agendas 	
RELEVANT COUNCIL GOALS	
<ul style="list-style-type: none"> – By 2012, the diocesan office will have a full-time staff dedicated to young adult ministry. 	

Job Title	Secretary
Team	Executive Team
GENERAL DESCRIPTION	
<p>The Secretary will be responsible for keeping notes during council meetings. He or she will provide the notes to the team for review and approval. The Secretary will also maintain the current contact list of the council members and of all the parish contacts in the diocese.</p>	
ESSENTIAL JOB FUNCTIONS	
<ul style="list-style-type: none"> – Note taking at meetings and providing notes to team. – Keeping current contact information for team and young adult ministry contacts in the parishes. 	
RELEVANT COUNCIL GOALS	
<ul style="list-style-type: none"> – By 2015, every parish in the diocese will have a young adult friendly point of contact, and 25% of parishes will have a full-time young adult ministry staff person. 	

Job Title	Communications
Team	Executive Team
GENERAL DESCRIPTION	
<p>The Communications person will be the primary person responsible for publicizing information and communicating with young adults and young adult ministers. He or she will maintain our web presence in various forms, publicize monthly newsletters, and promote events with information provided by the committee team.</p>	
ESSENTIAL JOB FUNCTIONS	
<ul style="list-style-type: none"> – Website updates – Facebook updates / Twitter feed – Photo uploads after events – Newsletters – Blog updates 	

Job Title	At-Large Advisor – Parish Priest
Team	Executive Team
GENERAL DESCRIPTION	
<p>The At-Large Advisor – Priest will be a parish priest who understands the importance of young adult ministry. He will advise the council from the perspective of being a diocesan parish priest to ensure we keep a proper parish mindset when planning events. He will advocate for young adult ministry with his brother priests in the diocese.</p>	
ESSENTIAL JOB FUNCTIONS	
<ul style="list-style-type: none"> – Advise the council from a priest’s perspective. – Advocate for young adult ministry with his brother priests. 	
RELEVANT COUNCIL GOALS	
<ul style="list-style-type: none"> – By 2015, every parish in the diocese will have a young adult friendly point of contact, and 25% of parishes will have a full-time young adult ministry staff person. 	

Job Title	At-Large Advisor – Parish Staff Member
Team	Executive Team
GENERAL DESCRIPTION	
<p>The At-Large Advisor – Parish Staff Member will be a parish staff person who understands the importance of young adult ministry. He or she will advise the council from the perspective of a parish staff to ensure we keep a proper parish mindset when planning events. The parish staff member will advocate for young adult ministry in the various diocesan networks in which he or she might participate.</p>	
ESSENTIAL JOB FUNCTIONS	
<ul style="list-style-type: none"> – Advise the council from a parish staff perspective. – Advocate for young adult ministry within the diocese with other parish staff people. 	
RELEVANT COUNCIL GOALS	
<ul style="list-style-type: none"> – By 2015, every parish in the diocese will have a young adult friendly point of contact, and 25% of parishes will have a full-time young adult ministry staff person. 	

Job Title	Service Co-Chair (2)
Team	Committee Team
GENERAL DESCRIPTION	
<p>The Service Co-Chair(s) will primarily be responsible for working with the Service Committee to plan quarterly service opportunities for young adults. The Service Team will organize and provide publicity for each event.</p>	
ESSENTIAL JOB FUNCTIONS	
<ul style="list-style-type: none"> – With committee, plan quarterly city-wide service event. – Provide information about other service opportunities to Communications person to publicize. 	
RELEVANT COUNCIL GOALS	
<ul style="list-style-type: none"> – By 2015, our diocese will include 1 city-wide service event every 3 months involving 5 or more young adults from each parish. 	

Job Title	Parish Outreach and Networking Co-Chair (2)
Team	Committee Team
GENERAL DESCRIPTION	
<p>The Parish Outreach and Networking Co-Chairs (2) will primarily be responsible for working with the Parish Outreach and Networking Committee to provide opportunities for young adult ministers to network. They will also work to reach out to parishes without young adult contacts to help them become more “young adult friendly” by adding a contact person at their parish.</p>	
ESSENTIAL JOB FUNCTIONS	
<ul style="list-style-type: none"> – Provide networking opportunities for young adult ministers. – Build network of contacts at each parish in the diocese. 	
RELEVANT COUNCIL GOALS	
<ul style="list-style-type: none"> – By 2015, every parish in the diocese will have a young adult friendly point of contact, and 25% of parishes will have a full-time young adult ministry staff person. 	

Job Title	Spiritual Co-Chair (2)
Team	Committee Team
GENERAL DESCRIPTION	
<p>The Spiritual Co-Chairs (2) will primarily be responsible for working with the Spiritual Committee to provide spiritual opportunities for young adults in the diocese. These opportunities could include retreats and Praise & Worship Prayer Nights. They will also begin looking into the possibility of hosting World Youth Day in Dallas.</p>	
ESSENTIAL JOB FUNCTIONS	
<ul style="list-style-type: none"> – With committee, plan diocese-wide spiritual events such as Praise & Worship Prayer Nights and retreats. – Begin investigating possibility of hosting World Youth Day in Dallas. – Provide information about other spiritual opportunities to Communications person to publicize. – Work with At Large Advisor – Parish Priest to ensure that the council’s activities are aligned with and accurately convey our Catholic teachings. 	
RELEVANT COUNCIL GOALS	
<ul style="list-style-type: none"> – Host a World Youth Day in Dallas by 2020. 	

Job Title	Training and Leadership Co-Chair (2)
Team	Committee Team
GENERAL DESCRIPTION	
<p>The Training and Leadership Co-Chairs (2) will primarily be responsible for working with the Training and Leadership Committee to provide training and resources for young adult ministers in the diocese. They will work with parishes to understand the importance of being “young adult friendly” and/or providing comprehensive young adult ministry at their parish.</p>	
ESSENTIAL JOB FUNCTIONS	
<ul style="list-style-type: none"> – With committee, responsible for providing Young Adult Ministry training opportunities. – Provide assistance and resources to parishes about being “young adult friendly” and about comprehensive young adult ministry. – Help young adult council to become proficient in training others about growing young adult ministry. 	
RELEVANT COUNCIL GOALS	
<ul style="list-style-type: none"> – By 2012, survey results will indicate that 75% of all Young Adult Ministry leaders will feel trained and competent due to the training and resources provided by the diocesan team. – By 2014, the diocesan team will be leaders at conferences and teach others how to grow young adult ministry. 	

Job Title	Theology on Tap Co-Chair (2)
Team	Committee Team
GENERAL DESCRIPTION	
<p>The Theology on Tap Co-Chairs (2) will primarily be responsible for working with the Theology on Tap Committee to provide two Theology on Tap series each year. The team will organize and provide publicity for each series.</p>	
ESSENTIAL JOB FUNCTIONS	
<ul style="list-style-type: none"> – With committee, plan semi-annual diocese-wide Theology on Tap series. – Begin working to expand Theology on Tap to multiple locations within the diocese. 	