

ARCHDIOCESE OF INDIANAPOLIS
JOB DESCRIPTION
Director, Office of Young Adult & College Campus Ministry

I. IDENTIFYING INFORMATION

Position Title: Director

Location: Catholic Center

Status: Full-Time; Exempt

Reports to: Sr. Director of the Department of Parish Leadership

II. PRIMARY FUNCTIONS

The Director of the Office of Young Adult & College Campus Ministry (YACCM) provides strategic leadership for the Archdiocese's ministry with young adults (ages 18–39) and college students to form lifelong missionary disciples of Jesus Christ. The Director establishes diocesan vision and standards for young adult and campus ministry, oversees Indy Catholic as a premier direct-ministry outreach, builds parish and campus capacity through formation and consultation, and represents the Archdiocese in regional and national ministry networks.

III. POSITION CONTENT

a. ESSENTIAL FUNCTIONS

- Live a life of prayer, especially through scheduled daily prayer, daily mass, and frequenting confession.
- Lead and manage a team of two direct reports (the Event & Volunteer Coordinator and the Campus Minister at Butler University):
 - Develop direct reports through scheduling and leading regular one-on-one meetings.
 - Assist reports in identifying goals and measures for success. Monitor performance against goals and provide consistent feedback.
 - Conduct annual performance reviews.
 - When necessary, recruit, interview, hire, and onboard new employees.
- Execute the vision of the Department of Parish Leadership to support and form pastors and their leaders:
 - Attend all Department meetings, including weekly lead-meetings, monthly staff gatherings, and days away.
 - In collaboration with other Directors, provide support and own various department formation events through a given calendar year.
 - Establish key relationships with pastors and their leaders.
- Champion a vision for YACCM to support and form parishes in a way that advocates for and recognizes the impact of young adults:
 - Cast a clear vision and mission for the office.
 - Oversee the planning, execution, and delivery of all annual programming, including Indy Catholic.
 - Lead team in long-term strategic planning, ensuring programming and communication aligns with goals. Utilize processes, timelines, budgets, and volunteer structures that fit the strategy and needs of the office.
 - Accompany pastors and parish leaders in welcoming young adults to their parish and integrating them into a community.
- Oversee and advocate for the 13 college campuses within the Archdiocesan boundaries:
 - Lead campus ministry steering committee, with a goal of creating a long-term strategy for Archdiocesan and campus ministry relationships.

- Establish relationships with and support our campus ministers, gathering them regularly for professional development.
- Support and communicate regularly with college chaplains.
- Serve as the liaison between the Archdiocese and FOCUS, supporting our missionaries and working closely with the Regional Director to assist FOCUS to thrive in our diocese. This includes efforts such as expansion, SEEK, alumni gatherings, and recruitment.
- Manage a \$400,000 operating budget:
 - Regularly monitor general ledger and adjust spending as necessary.
 - Communicate budget priorities to direct reports. Review and approve expenses for direct reports.
 - Prepare annual budget for YACCM and Butler Catholic Campus Ministry, following provided Archdiocesan guidelines.
 - Establish and maintain partnerships with local businesses to maintain consistent sponsorship revenue stream for Indy Catholic programming.
- Collaborate with other Archdiocesan offices to advocate for young adults and provide a perspective that is mindful of the young adult experience.
- Represent the Archdiocese at national, regional, and local gatherings for young adult ministry.
- Other duties as necessary to ensure efficient functioning of YACCM.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

a. SKILLS/KNOWLEDGE, AND/OR ABILITIES

- Emotional intelligence, ability to build and grow relationships with other people
- Vision-oriented leader with strong managerial skills
- Ability to clearly communicate directives and goals
- Confidence in decision-making, able to take responsibility for an area
- Comfortable presenting to a large-group and confidence in public speaking
- Ability to communicate with a high level of professionalism
- Ability to handle multiple projects and priorities simultaneously
- Is self motivated and diligent, consistently looks for the next-step or opportunity without prompting
- Shares credit, emphasizes the team over self, and defines success collectively rather than individually
- Is interpersonally appropriate and aware, has good judgement and intuition and understands the impact of their words and actions
- Has a creative and relevant understanding of communicating the Gospel to the young Church
- Willingness to foster the church's mission

b. EDUCATION, TRAINING, AND/OR EXPERIENCE

- Has previous management experience and demonstrated experience recruiting, hiring, onboarding, and developing direct reports
- Has previous professional pastoral ministry experience with young adults in a parish or campus setting
- Has training from a pastoral or evangelical organization in the Church and/or a Bachelor's degree in a related field
- Project management experience preferred
- Is a practicing and faithful Catholic in good standing, with a theological and ministerial perspective consistent with current Church documents
- Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct
- Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training
- Background screening required
- Valid driver's license required

V. WORKING ENVIRONMENT

- This is an onsite role at the Catholic Center working Monday – Thursday
- Frequent evening and weekend work based on business need
- Provides own transportation and is reimbursed for travel according to the archdiocesan norms
- Must be able to maneuver equipment and ministry supplies through ministry settings, ensuring proper set-up for events

The physical demands and work environment characteristics described above are representative of the physical capabilities and the working conditions involved in performing the essential functions of this position. Reasonable accommodations may be made if needed to enable individuals to perform the essential functions.

Date of job description: 01/06/2026

Employee signature below indicates the employee has received a copy of this description and indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____

Employee Signature: _____

Date: _____