



DIRECTOR OF YOUTH MINISTRY

Job Title: DIRECTOR OF YOUTH MINISTRY

Opening Date: March 31, 2017

Location Name: Our Lady of the Lake Church

City: Lake Oswego

State: OR

Zip: 97034

Job Number:

Job Category:

Position FTE: Full time

Term of Service:

Position Summary:

For over a decade this parish has developed middle school, high school and young adult ministries utilizing the LifeTeen model (training can be provided) as well as mission trips and other resources, all in the context of a parish committed to the New Evangelization: "Love God. Love others. Make Disciples of Jesus Christ." (OLL Parish Mission Statement)

The candidate should possess experience in leading a comprehensive youth ministry program, excellent organizational and communication skills, and proficiency with social media and technology. The ability to work in a team environment with the parish staff and parochial school is vital.

Essential Duties and Responsibilities:

1. Ministry Development and Outreach:

- Fosters participation of youth and young adults in the life and mission of the parish.
- Develops, coordinates, and supervises all youth events and activities.
- Builds relationships with youth, parents, families and other parishioners through regular presence at weekend masses, parish programs, and local youth events.
- Engages youth and young adults in the weekly Sunday evening "LifeTeen" Mass and fosters their participation in liturgical ministries, even at other masses on the weekend.



- Plans and facilitates Sunday evening youth programs and directs its staff and volunteers.
- Directs the Sacrament of Confirmation preparation for high school teens with focus on growth in discipleship, and participation in parish life.
- Coordinates and directs weekend retreats for high school youth and facilitates the retreat opportunities for middle school youth.
- Coordinates ongoing outreach/service opportunities for youth and their families.
- Coordinates and leads the summer mission trip and other leadership experiences for youth.
- Develops outreach to young adults in the parish and engages college-age parishioners.

2. Administration and Leadership:

- Reports to the Pastoral Associate, and collaborates with parish staff on program planning and integrating youth into the life and mission of the parish.
- Supervises program volunteers and part-time paid staff assistants.
- Establishes a core leadership team of teens and adults, and ensures the spiritual and leadership growth of its members.
- Engages the support and involvement of parents and parish organizations.
- Collaborates with youth ministry team on goals and program ideas for holistic approach to youth and young adult ministry.
- Sets annual budgetary goals and objectives for each program recognizing budget limitations.
- Initiates procedures for evaluating all aspects of the parish's ministry to youth.

3. Communication:

- Effectively promotes parish and youth ministry programs to youth and their parents.
- Informs the parish community of youth ministry activities and goals.
- Advises, communicates and cooperates with other parish and diocesan organizations.



- Communicates regularly with community agencies and resources that interface with youth.
- Keeps informed through participating at parish staff meetings, diocesan and regional conferences, professional reading, and membership in professional organizations.

Required Skills and Knowledge:

- Bachelor's degree in Theology, Religious Education, Catholic Studies or a related field and/or 3-5 years previous parish youth ministry experience.
- Practicing Catholic with strong personal faith, and commitment to conveying Catholic moral and social teachings effectively.
- Excellent interpersonal skills especially in building rapport with middle school, high school and young adult age groups.
- Understanding of adolescent developmental stages and knowledge of the unique challenges and concerns facing youth today, with a willingness to learn from the youth served.
- Knowledge of principles of comprehensive youth ministry and evangelization.
- Proficiency in technology, including but not limited to: document production, multimedia presentations, and Internet capabilities such as social media.
- Proven ability to use judgment, knowledge and objectivity in all areas of responsibility.
- Exceptional ability to adhere to strict standards of conduct and model those standards for all youth served, staff and volunteers.
- Proven organization and planning/time management skills to successfully address unexpected circumstances and issues with competing priorities.
- Outstanding written and oral communication skills, including the ability to communicate a broad array of information clearly in order to inform a diverse community.
- Ability to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple projects.
- Must successfully complete a background check.



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Human Resources

Physical Demands:

- While performing the duties of this job, the employee is required to stand, walk, run, talk, reach, sit, finger, hear, handle and perform various motions of the hands/wrists.
- Lifts and moves items up to 20 pounds.
- A valid driver's license and ability to drive is essential.

Working Environment:

- Work is normally performed in an office, parish meeting room or hall, classroom, liturgical or recreational setting. Employee will be required to attend and lead scheduled evening and weekend meetings and functions. This position requires flexible work scheduling to properly administer the program.

For a more detailed job description or to submit a cover letter and resume, please contact our pastoral associate, Tom Tomaszek at tomt@ollparish.com