



ARCHDIOCESE OF PORTLAND IN OREGON

Human Resources

POSITION TITLE: Youth Ministry Coordinator

Opening Date: April 5, 2018

Location of Job: Our Lady of the Mountain Catholic Church

Location Address: 987 Hillview Drive, Ashland, Oregon 97520

Position: Full Time

Position Summary: To foster the total personal and spiritual growth of young people, to empower them to live as disciples of Jesus Christ in today's world, and to draw them into responsible participation in the life, mission, and work of the Catholic faith community; provide leadership in the design, implementation and evaluation of the youth ministry and campus ministry programs for youth and young adults within the church community; coordinate the spiritual, educational, ministerial and social activities of youth and young adults within the Church community.

Job Duties:

1. Work with the pastor and with other staff members to integrate youth and young adults into active participation in parish life
2. Responsible for the planning, implementation, and evaluation of a parish program for youth and young adults that is consistent with the parish mission statement and involves opportunities for spiritual, service and social activities with emphasis on faith formation; plans and organizes liturgical celebrations, service projects, retreats and social functions for the program participants
3. Coordinates and maintains a calendar of youth and young adult program activities with the calendars of the parish, vicariate and Archdiocese
4. Recruits and trains adult volunteers to help and to assist as catechists in the faith formation of the youth and young adults in the programs; selects and trains youth as leaders and peer ministers; provides for the faith formation of all volunteers

5. Prepares and submits an annual youth ministry budget that is consistent with the planned youth program to the pastor for approval; monitors expenditures against the approved budget and organizes fundraising events as needed to help supplement the cost of program activities/events
6. Collaborates in developing a structured religious education program; promotes active youth and young adult participation within parish liturgical life
7. Plans, develops and leads the confirmation preparation program and secures necessary texts and materials
8. Observes national and Archdiocesan guidelines regarding youth ministry and religious education policies
9. Keeps parents informed as to program missions and activities and invites them to become involved in the program
10. Networks with youth ministers in vicariate, region and Archdiocese to plan combined events and share resources
11. Participates in Archdiocesan opportunities for developing youth ministry skills; attends Archdiocesan youth events with parish youth; tends to their own spiritual growth through prayer life and retreats
12. Maintains a strict level of confidentiality on all matters relating to parish business

Skills / Education:

1. Proven ability in organizational and communications skills
2. Possess an understanding of adolescent and young adult faith development
3. Ability to prioritize workload to meet program requirements
4. Ability to work both independently and as a member of a pastoral team
5. Must be flexible, creative and responsible
6. Possess practical experience working with youth and/or young adults
7. Have a demonstrated commitment to youth (grades 6-12) and ability to work them and their families
8. Degree in Pastoral Ministry (Theology) and two to four years' experience with youth programs in a parish preferred
9. Certification for youth ministry for the Archdiocese or equivalent education preferred
10. Practicing Catholic required
11. Bilingual in Spanish and English preferred
12. Valid drivers' license required
13. Current CPR and/or First Aid card preferred

Qualified candidates, please send cover letter and resume to John Engelhardt at jje@jeffnet.org or Stephanie Hoffman at sperry@mind.net.