



# ARCHDIOCESE OF PORTLAND IN OREGON

*Human Resources*

## **POSITION TITLE: Youth Ministry Coordinator**

**Opening Date:** March 29, 2018

**Location of Job:** St. Matthew Catholic Church

**Location Address:** 475 SE Third Avenue, Hillsboro, OR 97123

**Position:** Full Time

**Position Summary:** The Youth Ministry Coordinator (YMC) provides vision and coordination of the Youth Ministry Program of the parish. The YMC will work to build young disciples for Christ in grades 7 through 12. This includes high school and middle school weekly meetings, monthly activities, catechesis, and sacramental preparation (confirmation).

### **Job Duties:**

Program Development:

1. Create a core team of volunteers who will help with administrative tasks and youth activities and confirmation program
2. Develop leadership skills for youth participants
3. Collaborate with the core team to develop a dynamic and inspiring youth program including liturgical celebrations, service projects, retreats, and social functions for the program participants
4. Develop a strategic plan to run the youth and confirmation programs as well as other events designed for the youth of the parish and Archdiocese of Portland, especially those dealing with vocational discernment
5. Review, select, and acquire suitable materials for the Youth Ministry Program
6. Observe parish, Archdiocesan, and national guidelines regarding youth ministry policies
7. Plan, coordinate, and implement liturgical celebrations, prayer reflections, retreats, service projects, and social functions for youth participants

8. Develop the kind of relationship with parents that are conducive to open communication between parents and youth; keep parents informed as to program mission and activities
9. Find ways of integrating the youth into the life of the parish by collaborating with the other parish staff members
10. Evaluate programs, activities, and policies annually with core team and priest supervisor
11. Commitment to adequate preparation time for each class or activity

#### Recruitment and Training of Volunteers:

1. Recruit and train adult volunteers to help run the youth ministry and confirmation programs and keep their status updated (*background check and safe environment*)
2. Select and train youth as leaders and peer ministers for the youth ministry program
3. Provide for faith formation of all volunteers

#### Administration:

1. Set annual goals and objectives for youth ministry and confirmation programs
2. Prepare and submit an annual youth ministry budget that is consistent with the planned youth program; monitor expenditures against the approved budget
3. Maintain a parish yearly calendar of youth program activities
4. Arrange use of facilities as needed for youth meetings and events; supervise proper use and maintenance of these facilities and policies
5. Maintain accurate parish records related to registration and youth attendance as well as any required documentation linked to youth ministry
6. Is aware of needed resources for developing the youth ministry programming and participate in continuing education events and training opportunities
7. Plan and coordinate fundraiser events to raise funds for youth ministry activities, working in collaboration with the Director of Development

#### Communication:

1. Meet/communicate regularly with core team to plan weekly youth activities
2. Attend parish staff meetings and update staff members on matters pertaining to the parish youth ministry and confirmation
3. Keep the parish community informed of youth ministry activities and goals (*via parish website, social media, bulletin, and lector announcements*)

#### **Skills / Education:**

1. Must be a practicing Catholic
2. Have a passion for working with teens
3. Be proficient in English and Spanish (reading, writing, and speaking)
4. Certification for Youth Ministry from the Archdiocese or equivalent education preferred
5. Degree in Pastoral Ministry (Theology) and/or two to four years' experience with youth programs in a parish preferred

**Qualified candidates, please send resume to Fr. Rito Guzman, MSpS at:  
rguzman@stmatthewhillsboro.org or fax to 503-648-4489.**