

# Job Description

POSITION TITLE: Coordinator of Youth Ministry	PARISH: St. Joseph & St. Francis Xavier Churches
REPORTS TO: Pastor & Bus. Admin.	EFFECTIVE DATE:
CLASSIFICATION: Non-exempt	CURRENT EMPLOYEE:

## GENERAL STATEMENT OF DUTIES:

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. Provides leadership in the design, implementation and evaluation of the youth ministry program for youth and young adults within the church community. Coordinates the spiritual, educational, ministerial and social activities of youth and young adults within the Church community.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

- Responsible for the planning, implementation, and evaluation of a comprehensive parish program for youth that is consistent with the parish mission statement and archdiocesan guidelines. This involving opportunities for spiritual, service and social activities with an emphasis on faith formation. Plans and organizes liturgical celebrations, service projects, retreats, and social functions for the program participants.
- Plans, develops, and leads confirmation program, mid-high program and high school youth program, and secures necessary texts and materials. Observes national and archdiocesan guidelines regarding youth ministry and religious education policies. Curriculum to be submitted to pastor for review and approval before each term.
- Commitment to adequate preparation time for each class or activity.
- Recruits, trains and develops an adult volunteer team to help with the youth program and to assist as catechists in the faith formation of young adolescents, Jr. High, High School and confirmation. Selects and trains youth as leaders and peer ministers for the youth program. Provides for the faith formation of all volunteers.
- Works with the pastor and with other staff members to integrate youth into active participation in parish life. Attends weekly staff meeting, regular meetings with the pastor, and other meetings as needed.
- Coordinates and maintains a calendar of youth program activities with the calendars of the parish, vicariate and archdiocese.
- Consults with the Business Administrator regarding all budget issues. Monitors expenditures against the approved budget and organizes fund raising events as needed to help supplement the cost of program activities/events.

- Keeps parents informed as to program mission and activities, and invites them to become involved in the program.
- Supervises seminarians involved in the high school youth program
- Networks with youth ministers in vicariate, region and archdiocese to plan combined events and share resources.
- Organizes fund-raisers as required.
- Organizes mission trips, youth retreats, confirmation, and participation in various diocesan events.
- Participates in and/or organizes community outreach activities such as sack lunch ministry.
- Develop bulletin inserts, mailings of various kinds as needed and announcements
- Maintains a strict level of confidentiality on all matters relating to parish business.
- Understands that their position is an agent of the Pastor, and as such it is their responsibility to assist in providing a Christian environment for all parishioners, staff and local community that enables building up of the Body of Christ. Especially not participating in gossip.
- Understands the importance as a staff member that it is imperative that they work as a cohesive member of the staff team.
- Performs other work related duties as requested.

**JOB SCOPE:**

Position often involves new and varied work situations. Incumbent determines own practices and procedures and contributes to the development of new concepts. Connections are usually made with others both inside and outside the parish, either by the minister's own initiative, or by supervisor request.

**SPECIFIC JOB SKILLS:**

Proven ability in organizational and communications skills and an understanding of adolescent faith development. Must be able to prioritize workload to meet program requirements. Ability to work both independently and as a member of a pastoral team. Must be flexible, creative, and responsible.

**EDUCATION AND/OR EXPERIENCE:**

Practical experience working with youth. Demonstrated commitment to youth (grades 6-12) and ability to work with them and their families. Certification for Youth Ministry from the Archdiocese or equivalent education preferred. Degree in Pastoral ministry (theology) and two to four years experience with youth programs in a parish preferred. Practicing Catholic required. Bilingual in Spanish helpful. Valid driver's license required. Current CPR and/or First Aid card preferred or we will train. Computer skills essential.

**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.

**WORKING ENVIRONMENT:** Work is normally performed in an office, youth room, classroom, liturgical or recreational setting. Employee will be required to attend scheduled evening and weekend meetings and functions. This position requires flexible work scheduling to properly administer the program.

*The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**SUPERVISES:** Program volunteers

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Employee Signature

Date

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Supervisor Signature

Date