



ARCHDIOCESE OF PORTLAND IN OREGON

POSITION TITLE: Youth Minister
OPENING DATE: August 1, 2022
CLOSING DATE: When Filled
POSITION: Full-time, benefits eligible

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.)

1. Works with the Pastor and other staff members to integrate youth into active participation in parish life.
2. Responsible for the planning, implementation, and evaluation of a parish program for youth 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 program activities with the calendars of the parish, vicariate and archdiocese.
4. Recruits and trains adult volunteers to help with the youth program and to assist as catechists in the faith formation of young adolescents, Jr. High, and older adolescents, High School. Selects and trains youth as

leaders and peer ministers for the youth program. 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 fund raising events as needed to help supplement the cost of program activities/events.
6. Promotes active youth participation within parish liturgical life.
7. Plans, develops, and leads confirmation program, and secures necessary texts and materials.
8. Keeps parents informed as to program mission and activities, and invites them to become involved in the program.
9. Networks with youth ministers in vicariate, region and archdiocese to plan combined events and share resources.
10. 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.
11. Maintains a strict level of confidentiality on all matters relating to parish business.

JOB SCOPE:

Position encounters frequent new and varied work situation. Incumbent determines own practices and procedures and contributes to the development of new concepts. Position operates independently with minimal supervision. Contacts are usually made with others both inside and outside the parish. Contact may be made by own initiative, or by supervisor request, and sometimes contain confidential/sensitive matters.

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 preferred. Valid driver's license required. Current CPR and/or First Aid card preferred.

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 50 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.

To apply, send your resume and cover letter to Fr. Jossey Kuriakose at office@stpaulsilverton.com