

Coordinator of Youth (6-12 grade) Ministry

POSITION TITLE: Coordinator of Youth Ministry

SUMMARY/PURPOSE: The Coordinator for Youth Ministry engages the youth (6-12 grade) of the parish and provides formal faith growing opportunities as well as informal. Middle School responsibilities include oversight of the Catching Fire Middle School youth program. High school responsibilities include oversight of Youth of Ascension program and Confirmation program.

EMPLOYER'S TITLE: Church of the Ascension

SUPERVISOR'S TITLE: Director of Religious Education

ACCOUNTABILITY: Ultimate accountability is to the Pastor who has the primary responsibility for the spiritual formation of the Parish community. Immediate accountability is to the Director of Religious Education.

RESPONSIBILITIES AND TASKS:

A. General responsibilities:

- a. Manage staff and volunteers specific to youth programs
- b. Develop training for the volunteer base to empower them to assist in or facilitate all youth activities. Volunteers include catechists, small group leaders, and youth's parent team as well as additional youth coordinators
- c. Assist in adhering to Safe Environment guidelines for all volunteers
- d. Participate in parish staff meetings, and regional youth minister meetings or have the Assistant Youth Minister or Director of Religious Education do so in your place when necessary.
- e. Act as a liaison between the Diocese of Richmond and Church of the Ascension in all matters relating to programming for youth and young adult ministry.
- f. Head up the team that plans and executes the annual Golf Tournament that is the major youth fundraising event.
- g. Collaborate with the Assistant Youth Minister to ensure that all administrative tasks of Youth Ministry are being addressed.
- h. Develop and maintain budgets for youth programs. Maintain financial records for youth programming. This includes all fundraising and expenses for daily operations, special events, mission trips, retreats and desired material needs. Accountability must be maintained through frequent interaction with the Financial Office.
- i. Prepare adequate time for both office hours as well as ministry hours. Office hours should be made available for both administration and

Coordinator of Youth (6-12 grade) Ministry

consultation time. Ministry hours should be made facilitating youth events.

- j. Review Monthly Virtus Bulletin in a timely fashion. Review Catholic Mutual Safety videos annually
- B. Catching Fire Middle School Program Grade 6-8
 - a. Oversee a comprehensive curriculum and schedule that engages youth grades 6-8 in Catholic catechesis, prayer, moral development, social responsibility and leadership skills.
 - b. Engage youth in other faith growing opportunities:
 - i. Service projects – participate in an annual service project
 - ii. Retreats – participate in an annual retreat as well as Middle School regional events, and diocesan events for middle school.
 - iii. Social Activities - such as a cookout, bowling, sports, movies or games.
 - iv. Promote engagement with the Parish community
- C. Youth of Ascension (YOA) Grade 9-12:
 - a. Oversee a comprehensive curriculum and schedule that engages youth grades 9-12 in Catholic catechesis, prayer, moral development, social responsibility and leadership skills.
 - b. Engage youth in other faith growing opportunities:
 - i. Missions – participate in domestic mission trips either sponsored by the Diocese or self-directed as well as local outreach programs.
 - ii. Retreats - participation in Catholic retreats such as The Rez, NYC and Steubenville. Planning and facilitating the Running With Jesus Retreat, with aid from Young Adults.
 - iii. Social Activities - such as a cookout, bowling, sports, movies or games.
 - iv. Promote engagement with the Parish community
- D. Confirmation Sacramental Preparation Program.
 - a. Oversee the scheduling and session content of the Confirmation preparation program.
 - b. Oversee the planning and execution of the confirmation retreat.
 - c. Oversee the coordination of the Confirmation Ceremony.
 - d. Insures that the curriculum adheres to the Confirmation Preparations Guidelines Diocesan guidelines.
 - e. Provide training for volunteers for confirmation sessions.

Qualifications:

I. Formation/Training.

- A. Bachelor's Degree in Education, Religious Studies or related field or equivalent by experience
- B. Pathways certification
- C. 1-3 years' experience as catechist or teacher specifically working with 6 thru 12 graders field or equivalent by experience

II. Personal Qualities

- A. Approachable and Flexible

Coordinator of Youth (6-12 grade) Ministry

- B. Gives witness to an integrated spirituality formed by Scripture, prayer, and communal worship.
- C. Sense of call to ministerial leadership.
- D. Handles tension and ambiguity
- E. Understands and communicates with youth easily
- F. Committed to ongoing formation in catechetical ministry
- G. Affirms the gifts of others
- H. Conducts self in a manner consistent with a professional code of ethics and the provisions of civil and Church law.
- I. Maintains a support system and sets responsible boundaries in order to balance ministry, community, family, and personal and pastoral relationships.

III. Skills

- A. Personal: Self-starter, good listener, able to give and take direction, handles multiple tasks, exhibits oral and written communication skills, utilizes email and computer technology.
- B. Communal: collaborative; adept at planning, organizing, implementing, and evaluating programs; inspires others to conversion and personal and spiritual growth; delegates tasks to appropriate personnel; manages conflict; integrates a family perspective in ministry.

Physical Demands/Environment: The time spent as youth coordinator is split between sitting at the desk and physically observing and facilitating different religious formation programs. The position on occasion requires the setup, moving of and breakdown of tables and chairs in classrooms. This position also requires the physical demands of working with teens to include the ability to facilitate team building events and overnight retreats.

Performance Appraisal and Growth Plan. TBD

Working Conditions: 35 hours per week. Hours vary depending on program demands.

Date of This Revision: August 23, 2023

Exempt or Non-Exempt: This position is non-exempt

Salary and Benefits. According to diocesan guidelines.

Employee Signature:_____ **Date:**_____