

Coordinator of Youth Ministry

TITLE: Coordinator of Youth Ministry, Full Time, FLSA Non-Exempt

GENERAL SUMMARY:

This position is responsible as a staff resource in support of the Pastor and Director of Religious Education (DRE) for managing a comprehensive Youth Ministry program in the parish. The program consists of a wide variety of components including, but not limited to, community development among young people, their families, their parish and the local community; developing and implementing catechetical programs for youth; spiritual formation of youth; active youth worship; training and formation of youth as leaders; and service and advocacy opportunities. This program must be designed to assure that legal and moral responsibilities are met, and it must support families in their role of promoting healthy adolescent development and faith growth.

Candidates must be faithfully practicing Catholics, with a stable life of prayer and virtue, deep knowledge of the faith, and a passion for transmitting it to youth.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Responsible to the Pastor(s) and DRE as a staff resource for the influence of Religious education and formation targeted toward the youth of the parish.
- Build and manage a comprehensive Youth Ministry program which will serve the needs of all Catholic youth.
- Prepare an annual calendar of events, updated quarterly along with bulletin announcements and other means and measures to publicize the youth program when necessary and as needed.
- Plan, coordinate and direct youth socials, catechesis, outreach programs, weekly Masses, weekly gatherings and activities, and schedules retreats and other field trips designed to appeal to the widest variety of youth interest.
- Plan and lead large events; e.g. NCYC, Steubenville, and World Youth Day.
- Plan, coordinate and direct the vacation bible camp in conjunction with the DRE including selecting the program, scheduling the event(s), arranging the staffing including volunteers, and publicizing the event(s).
- Conduct Confirmation preparation in conjunction with the DRE for older students and interface with DRE to insure consistency in faith formation.
- Maintain registration and insurance records for all youth members.
- Attend Diocesan sponsored meetings and events pertaining to Youth Ministry programs/responsibilities.
- Prepare Youth Ministry budget with required justifications and adhere to approved budget.

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INTERACTIONS: This position is required to interact with the following;

- Director of Religious Education in consultation and approval of programs and program content to identify problems and offer suggested solutions for the DRE and Pastor to review.
- Pastor(s) in consultation to insure consistency with interactions of related programs and events.
- School Principal in consultation to insure consistency with interactions of related programs and events.
- Parish Administrator in day-to-day activities of budgeting, expenditures, human resources, and resolution of problems.
- Parents, Parish Council and Congregation to insure a viable youth ministry.

KNOWLEDGE, SKILLS AND ABILITIES DESIRED:

- Charismatic and relatable to youth.
- Able to maintain strong and productive relationships with pastor, staff, volunteers, and parents.
- Minimum of a BA degree in related field and 3 or more years of experience in religious formation programs.
- Active participant in the Catholic church with a strong commitment to Jesus Christ and an interest in building the faith community.
- Proficient on the computer utilizing standard office products such as Microsoft® Office products including MS Word and MS Excel.
- Excellent speaking and presentation skills.
- Bilingual preferred. (English/Spanish)
- Ability to use proper catechetical and theological terms and to define and describe them in common language for audience understanding where necessary.

WORKING CONDITIONS: This position requires the following physical activities to be accomplished up to 1/3rd of the time: Walking, talking, and hearing. The following activities over 2/3rd or more: Standing and using hands. Work is normally performed in an indoor setting but is augmented with outdoor settings and activities. Position also requires incumbent to lift and transport supplies and equipment and materials weighing up to 25lbs.

ACCOUNTABILITY: This position reports to the Director of Religious Education

DISCLAIMER CLAUSE: The preceding data is intended to convey information for making fair pay decisions about the job, and is not an exhaustive list of the skills, efforts, duties, responsibilities or working conditions associated with it.

APPROVED: _____ DATE: _____