



**POSITION DESCRIPTION: Youth Minister**

**Revision Date:** 12/16/20

**I. Identifying Information**

Name:

Position Title: Associate Youth Minister

FLSA: Exempt

Report to: Pastor, Director of Youth Ministry

Direct Reports: None

Department: Parish Center

Provides work direction to: Volunteers, Youth Administrative Assistant

Collaboratively works with: Administrator and Youth Formation Staff

Status and Work Hours: Full Time; 12 months; Benefits offered

Date Effective:

**II. Job Purpose**

Maintain and develop a solid parish Youth Ministry where teens are being led closer to Christ and His Church, especially in the ongoing facilitation of the high school Core Team, which provides the primary ministry and outreach to the middle school youth.

**Statement on Working for the Catholic Church:** Employment in and by the Catholic Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. It is required that this employee be a practicing Catholic.

**STMA Catholic Youth Office Overview:** The Church of St. Albert and Saint Michael Catholic Church Youth Offices currently collaborate in all regards. As such, the youth ministry program operates as one, because the youth are from the same school district and the youth ministers have worked together for many years and have built the programs together. These years of collaboration has built a strong program and a strong support system of staff and volunteers from both parishes. As such, the youth office staff serve both parishes and the surrounding communities with equal attention and effort.



## **V. Position Content**

### **Major Responsibilities**

- Lead teens closer to Christ.
- Understand and fulfill all aspects of parish policy handbook.
- Seek out and participate in professional growth opportunities. Share learning and experiences with colleagues.
- Meet all communication requirements including interpersonal skills with the school staff and parish staff members. Includes keeping Administrator, Pastor, and Director of Religious Education informed.
- Contribute to the faith community of the parish by personal modeling and participation.
- Collaborate with Director of Youth Ministry in all areas. Specifically creating the Youth Ministry Office.
- Collaborate with St. Albert's Youth Minister in development and implementation of combined Youth Ministry.
- Help create a productive environment where there is harmony, good morale, adequate communication, and cooperative teamwork.
- TO BE PRESENT WHERE NEEDED, READY TO WORK, AND ON TIME FOR ALL SCHEDULED HOURS AS NEEDED TO MEET RESPONSIBILITIES. Includes recognizing when situations require more effort, putting in more time if needed, and satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.

### **Regular Activities**

- Participate in the life of the Church, modeling a mature faith in Jesus Christ and a faith filled adherence to its teachings; revealing a good understanding of the teaching of the Roman Catholic Church.
- Demonstrate cooperation with administration and staff with regard to the performance of professional duties.
- Possess a love and respect for teens, enthusiasm, positive outlook, and sense of humor.
- Understand the Church's vision of youth ministry.
- Plan and implement a healthy and flexible schedule to fulfill the Churches vision of Youth Ministry.
- Network for support and education through archdiocesan approved opportunities.
- Keep track of registration forms for all events, as well as all money come in for events.
- Participate and help lead Extreme Faith Jr. High Camp with other participating parishes.
- Lead a small discipleship group.
- Maintain and develop a Senior High, Junior High Youth Ministry and Core Team with St. Albert's Youth Minister when it involves both parishes, which consists of:



- Senior High Ministry
  - Conduct relational ministry with Jr. High teens by venturing group activities they are participating in. i.e. sports, drama, RE nights and school lunches.
  - Plan and promote ministry events for Sr. High teens, i.e. Winter Faith Camp, Steubenville/or High School Summer Camp, Theology at a Mode nights, Sr. High Nights, Youth Mass, March for Life trip.
  - Work with the DRE to plan special large group events.
  - Plan and promote Open Core nights for all High School Teens.
- Jr. High Ministry
  - Coordinate Friday Night Lives, which are Jr. High Youth Ministry nights which meet approximately 1x a month during the school year with St. Albert Youth Minister.
  - Conduct relational ministry with Jr. High teens by venturing group activities they are participating in. i.e. sports, drama, RE nights and school lunches.
  - Plan and promote Extreme Faith Camp.
    - Develop and work with Adult leadership team.
    - Help lead Extreme Team, Prayer Team and Dream Team.
    - Oversee administrative tasks, registration, and promotion.
  - Oversee and run Summer Stretch for Jr. High teens.
  - Plan and promote large group events, i.e. Winter Blast.
  - Provide Open Youth Room opportunities for Jr. High teens.
  - Assists with Middle School formation for LIFT. Plans and runs these sessions during each LIFT. (3x a month)
- Core Team Ministry
  - Develop, recruit and lead a Adult/ High School Core team.
  - Plan and lead Core team meetings.
  - Train Core to lead Friday Night Lives, 8th grade D-Group large group nights, 4th/5th grade Fun Nights, and Extreme Faith Camp leaders.
  - Plan and lead all Parrish teen retreats, including Breakaway Retreat for 8th graders, Core Team retreat, AYD, Winter Faith Camp, and other possible High School Retreats.
  - Plan and lead Core Day of reflection.
- Discipleship Group Ministry
  - Assist Director of Youth Ministry in leading our Discipleship group ministry.
  - Assist in leading 8th grade D-Group nights at St. Michael.



### **Other Responsibilities**

- In conjunction with other youth staff, keep parents and parish informed through bulletin announcements, Youth Ministry web page, and mailings.
- Work with Parish administrator and Director of Youth Ministry to create and maintain a Youth Ministry Budget.
- Document all accidents, incidents, and parent concerns.
- Plan and promote other fundraisers for teens coming on Youth Ministry events:
  - Buying Stock in Youth
  - 4-Wheeler Raffle Fundraiser
  - Parking Lot Fundraiser (at St. Albert's during Friendly City Days in June)
  - Winterfest (Along with Parish Finance Council)
  - Christmas Tree Fundraiser (Through Knights of Columbus)

**RESPONSIBILITIES LISTED ARE REPRESENTATIVE OF THE POSITION AND ARE NOT ALL INCLUSIVE.**

### **MENTAL AND PHYSICAL DEMANDS**

- Meet mental demands which include: communication skills, demonstrating ability to work well with others, confidentiality, integrity, honesty, ability to plan schedules, being pleasant when exposed to negative influences, keeping supervisor informed, and maintaining a positive and helpful attitude at all times, even during difficult times.
- Meet physical demands which include: working a full time position week, lifting and moving equipment using proper techniques, walking from one level to another in building, participating in the games and other physical activities of youth, model healthy work style.

**ALL THE ABOVE BULLETED RESPONSIBILITIES ARE ESSENTIAL FUNCTIONS TO PERFORMING THIS POSITION.**

### **QUALIFICATIONS**

1. Practicing Catholic who accepts all doctrines of the Church.
2. 4-year College degree preferred or commensurate experience in the field of Youth Ministry. High School Diploma or equivalent required.
3. Experience in youth ministry/parish ministry required.
4. Team player with a positive attitude.
5. Strong and positive leader who can influence people and generate enthusiasm.



**INCUMBENT:** I have reviewed this position description and agree that it is an accurate representation of the responsibilities of my position. I understand as the needs of the Parish change, my position description will change.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor:** I have reviewed this position description and agree that it is an accurate representation of the responsibilities performed in this position.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_