



# Church of Saint Peter

*United and inspired by the Holy Trinity, we are disciples guiding disciples.*

## Position Description

- I. Position Title:** Life Teen Youth Minister **Date:** August 3, 2023
- A. Hours:** Up to 40 hours per week August thru April and week of summer events, 20 hours per week May thru July. Overtime hours need to be pre-approved
  - B. Benefits:** Full Benefits
  - C. FLSA Status:** Non-Exempt
  - D. Reports to:** Business Manager
  - E. Direct Reports:** None
  - F. Receives Work Direction From:** Pastor and Faith Formation Coordinator
  - G. Provides Work Direction To:** Catechists, Custodian and Volunteers
  - H. Resource Person For:** Staff, Parishioners & Volunteers

**II. Primary Purpose of this Position**

The Youth Minister coordinates and directs Edge and Life Teen programs, as well as provides other faith formation opportunities for Junior and Senior High school students in the parish and the Area Faith Community. The youth minister also coordinates the Confirmation Program. The Youth Minister directly assists the Pastor in the mission of the parish to be a disciple guiding disciples.

**III. Church Employment Responsibilities**

\* Employment in and by the 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 and the Diocese of New Ulm. Their public behavior must not violate the faith, morals or laws of the Church, such that can embarrass the Church or give rise to scandal. It is required that the employee filling this position be an active, practicing Catholic in full communion with the Roman Catholic Church.

**IV. Representative Responsibilities**

\*BE PRESENT WHERE NEEDED, READY TO WORK AS NEEDED TO MEET RESPONSIBILITIES. Includes recognizing when situations require more effort, requesting approval if more time is needed, putting in more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance and generally ensuring all is ready and taken care of.

\*HELP CREATE A PRODUCTIVE AND HARMONIOUS WORK ENVIRONMENT. Promote good morale, adequate communication, and cooperative teamwork

**\*Religious Education/Sacramental Preparation (included but not limited to)**

\*Aid pastor in developing of a climate for growth in faith, community, and respect.

\*Develop and protect a climate for growth in faith and the Catholic Christian teachings and values in keeping with the Diocesan Safe Environment Program.

\*Collaborate with the Faith Formation Director and Pastor to help facilitate an integrated, organized and comprehensive Faith Formation Programs.

\*Collaborate with the Faith Formation Director and Pastor to set a calendar for the faith formation programs consistent with school and Area Faith Community calendars and Diocesan policy.

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- \*Model authentic relational ministry through appropriate relationships with youth (especially those on the Edge core team). Develop appropriate relationships with the core team adults who aid in ministry to the youth.
- \*Provide faith-forming prayer experiences with junior high and high school students during every gathering or event.
- \*Recommend resources for staff faith development and aids the pastor in implementation.
- \*Recruitment and training of the core teams of Edge, Life Teen and Confirmation program, giving special assistance to the new team members in the practical nature of leading small group faith sharing and other practical aids
- \*Work closer with one to two volunteer(s) at are a pointed to you by pastor to help with EDGE, Life-Teen and Confirmation programs behind the scenes.
- \*Provide faith development resources for the core teams of Edge, Life Teen and Confirmation program for the members own faith development.
- \*Direct EDGE Program for the 7<sup>th</sup> and 8<sup>th</sup> grade including selection of materials and preparation of each night with those who may be assisting. Communication with the entire team about the topic, discussion questions, etc. in advance of the night.
- \*Direct Life-Teen program for 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> grade including selection of materials and preparation of each night with those who may be assisting. Communication with the entire team about the topic, discussion questions, etc. in advance of the night.
- \*Direct Confirmation program according to Diocesan Guidelines and generally along the Life-Teen model. This includes selection of materials and preparation of each night with those who may be assisting. Communication with the entire team about the topic, discussion questions, etc. in advance of the night.
- \*Meet with mentor regularly.
- \*Communicate with parents as needed.
- \*Plan and lead at least two retreat experiences for the teens each year (e.g. Fall retreat and Steubenville conferences) and one for the Junior High (e.g., Edge Lock-In), through team recruitment, planning, directing, and reviewing. Recommend outlines and resources for parish-based events.
- \*Coordinate ministers for Life Teen Masses (e.g. lector(s), ushers/greeters, and servers as needed.
- \*Coordinate Senior night for Area Faith Community Mass at both Nicollet and St. Peter.
- \*Collect registration for youth for special activities. Coordinate with Faith Formation Director for registration in the programs.
- \*Maintain attendance logs and following up with those who are registered but not attending.
- \*Plan and organize fundraising events as needed. Recruitment of needed volunteers to aid in the events as needed.
- \*Help with Parish Self Study
- \*Report and recommend activities to the Area Faith Community Pastoral Council to assure that the goals and objectives that serve the Area Faith Community Mission are addressed.
- \*Provide communications working with Faith Formation Coordinator (e.g. Email, social media, announcements or bulletin) about the programs parishioners and the community.
- \*Cooperate with Diocesan Director of Religious Education and Youth Ministry as needed.
- \*Take responsibility to seek personal and professional growth through Diocesan involvement and continuing education and retreats as needed.
- \* Prepare and maintain your portion of the budget working with Pastor and Business Manager.
- \*Keep the pastor informed.
- \*Inform Staff of financial issues and other temporal affairs as needed.
- \*Attend all required meetings – staff meetings and any other meetings as needed.
- \*Work with Faith formation Coordinator on games and communication for Edge and Life teen nights.

### **\*Computer Knowledge and Security**

- \*Maintain effective and secure use of computer including knowledge of current scams
  - \*Using email address provided by the Church of St. Peter and use strong security passwords
  - \*Use parish computer when working on parish related items
  - \*Save and store all work related documents, pictures, and emails on only parish computers
- Other responsibilities: Includes other responsibilities identified as needed by the employee and approved and/or assigned by the pastor.

**The responsibilities preceded by “\*” are essential functions of this position.**

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position. **More detailed listings of duties and tasks are outlined in supplemental documents.**

### **V. POSITION QUALIFICATIONS**

- Successfully complete standard Diocesan background checks and motor vehicle checks.
- Successfully complete VIRTUS training and maintain all Safe Environment Requirements of the Diocese of New Ulm and The Church of St. Peter
- Have obtained at minimum Bachelor of Arts in Education, religious education, Catholic Theology or in related field.
- Have practical experience in youth ministry
- Have practical and appropriate educational experiences
- Demonstrate evidence of good organization and communication skills.
- Have proficiency in technology skills.
- Possess good people and relation skills.
- Have a current driver’s license and insurance to meet Catholic Mutual requirements.

### **VI. MENTAL DEMANDS**

- Be knowledgeable and supportive of the Church of St. Peter Mission and Philosophy
- Be active, knowledgeable and supportive of the Catholic Faith and witness this to the community
- Work effectively and collegially with others
- Work well with others maintaining a positive and helpful attitude even in chaotic times
- Make decisions in timely manner
- Work without supervision, and discern when supervision is needed
- Take directions from the Pastor and effectively complete new programs, processes, and procedures as directed
- Prioritize duties and tasks, and complete in timely manner
- Keep Pastor and others appropriately informed
- Follow instructions and be able to complete tasks within appropriate timelines
- Plan, organize and meet deadlines
- Deal with interruptions or concurrent activities
- Recognize and maintain confidentiality
- Must keep information confidential and have integrity and honesty
- Communicate effectively with parishioners, staff, pastor, and community
- Solve problem and deal with conflict and adversity

### **VII. PHYSICAL DEMANDS**

- Work 40 hours a week, more if needed to meet parish or program needs
- Physically perform the tasks as required for data entry and maintenance
- Speak, see, hear, and respond appropriately to parishioners & staff at all times

- Move around for long periods of time
- Stand or sit for long periods of time
- Lift and carry up to 15 pounds, using proper lifting and carrying techniques

**VIII. Signatures**

**EMPLOYEE:** I have reviewed this job description and agree it is an accurate representation of the responsibilities of my position. I understand that as an organization's needs change, my job description will change.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Date