

JOB DESCRIPTION

Title: Youth Minister

Department: Faith Formation

Reports to: Pastor

FLSA Status: Non-exempt; part-time; 20-hours

Summary of Job Responsibilities/Primary Objective

Works to fulfill the Church's mission to evangelize the parish's young people and lead them to a life-long relationship of missionary discipleship with the Lord Jesus Christ in and through His Church. Works to foster the total personal and spiritual growth of each young person in this context. Seeks to draw young people to responsible participation in the life, mission and work of the parish community. In addition to the duties listed below, the Youth Minister performs other duties and coordinates other projects as assigned by the Pastor.

General Responsibilities

The youth minister (YM) provides vision and coordination for the parish's efforts in ministry to young people from 6th through 12th grades. This includes a coordinating role with the Middle School Coordinator (6th-8th grades) and working on High School (9th to 12th grade) sessions (weekly gatherings), monthly activities, catechesis and sacramental preparation (for the Sacrament of Confirmation).

Areas of responsibility

Relational Ministry

- Creates opportunities to interact with youth and sometimes parents in small group and on one-to-one basis.
- Will occasionally attend special school events and sports functions.
- Working closely with the Pastor, is available for emergency and crisis counseling and/or referral for youth and parents as the need arises.
- Serves as a referral resource to the broad community in response to ministry needs.
- Models a Catholic lifestyle.
- Acts as an advocate on behalf of youth before the Church and the community.

Ministry and Program Coordination

Parish Youth Ministry--the parish youth ministry program integrates adolescent catechesis into a comprehensive ministry to, with, by and for young people. The YM's responsibilities include:

- Implementing a systematic and intentional plan for adolescent catechesis that utilizes a creative variety of formats and settings, for our Sunday evening sessions Grades 6-12.
- Conduct registration of students along with the coordinator of RE, working collaboratively to assign fees to budgeting categories.
- Coordinating the recruitment, training, supporting, and evaluating of adult volunteers in the youth ministry program
- Facilitate the Youth Leader program, which enables High School students assist in for planning and implementing programs
- Providing resources (print, video, archdiocesan events) for effective programming
- Coordinating and implementing the Confirmation program
- Fostering the involvement of young people in the life of the parish
- Coordinating the outreach service opportunities and a yearly mission trip
- Providing appropriate services and educational programs for parents of adolescents
- Advocating for a comprehensive vision of youth ministry, based on the USCCB document, *Renewing The Vision: A Framework for Catholic Youth Ministry*

- Serving as the liaison with the diocesan office of youth ministry and their programs, services and resources; participating in the diocesan meetings and trainings.
- Coordinating fund raising opportunities to supplement the Youth Ministry budget and to offer youth participants work opportunities to reduce their individual costs for events.

Staff Relationships

The Youth Minister will:

- Attend regular staff meetings
- Participate in staff planning
- Communicate to staff about youth ministry activities
- Seek staff input in planning youth ministry activities
- Be a resource person to parish staff on issues related to youth and youth ministry
- Serve as the liaison with the pastor and parish staff.

Ministry Relationships

- Will engage the Pastor for input, participation and awareness of youth activities.
- Director of Liturgy – will work closely with respect to the liturgical dimensions of youth involvement in parish liturgies, and planning Confirmation and other special liturgies.
- Coordinator of Religious Education & Middle School Coordinator - close cooperation and communication to ensure family involvement in parish wide initiatives and ease of transition for students between programs.

