Coordinator of Middle School and High School Youth Ministry
Job Description

Primary Objectives:
• The parish youth ministry program is based on the USCCB document, Renewing the Vision: A Framework for Catholic Youth Ministry
• Evangelize young people to live as disciples of Jesus Christ in our world today
• Work to foster the total personal and spiritual growth of each young person
• Seek to draw young people to responsible participation in the life, mission, and work of the parish and the universal Catholic Church.

REPORTS:
Direct Manager: Pastor or his designated staff person

FLSA STATUS:
Part-Time, Non-Exempt from Overtime
Able to work a flexible schedule as necessary (nights, weekends)

DUTIES & RESPONSIBILITIES (to include but not limited to):
• Plan and execute weekly Youth Nights
• Lead Confirmation Sacramental Preparation Classes and Retreats.
• Develop a Youth Ministry Leadership Team comprised of youth and adults. The team will help provide vision, direction, support, and advocacy of youth ministry within the parish
• Coordinate the recruitment, training, support, and evaluation of volunteers in the youth ministry program
• Work in coordination with the Family Faith Formation program to develop relationships with families and younger students, effectively “filling the pipeline” for future youth ministry
• Review and provide resources (print, video, diocesan events) for effective programming.
• Foster involvement of teens in the life of the parish, including serving on parish committees and being involved in parish activities
• Coordinate the outreach to and evangelization of all young people in the parish and the surrounding community, to include schools
• Provide appropriate services, workshops and programs that support parents in their role as primary catechist to their children
• Develop leadership skills in youth and adults
• Plan, coordinate, and implement retreats for youth
• Act as liaison between the parish and diocesan office of youth ministry
• Is aware of community agencies and resources that interface with youth
• Submits annual financial report and budget; administers budget throughout the year

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

Qualifications:
• Bachelor’s degree in related field
• Youth ministry experience in a Catholic parish
• Demonstrated ability to grow a youth program
PROFILE FOR SUCCESS:

- Cooperation and teamwork: Works well with others
- Judgment in job performance: Decision making ability
- Reliability and quality of work: Achieves results
- Engaging attitude that promotes acceptance and inclusiveness of all young people
- Communication: Professional demeanor and interpersonal skills
- Ability to maintain personal and authoritative boundaries
- Strong working knowledge of social media platforms
- Mission of the Church: Connects the work of parish leadership to the parishioner experience
- Takes initiative: Develops youth program and personal professionalism continuously

The employee is expected to be a practicing Catholic in good standing and is faithful to the Magisterium of the Roman Catholic Church and an active member of a Roman Catholic Parish. Employee must undergo a background check and training with Diocesan Standards.

As all diocesan employees represent the Roman Catholic Church, they are expected to conduct themselves according to the teachings, goals and mission of the Church in performing their work. Every employee of the parish is expected to model virtue and justice:

- Create a warm, welcoming, positive and cheerful workplace for both staff and parishioners
- Foster respect and dignity of all, do not gossip, do not slander or malign others
- Embrace a spirit of docility, obedience, and accept the leadership and vision of the Pastor
- Maintain confidentiality in all aspects of the job
- Demonstrate reliability, punctuality and personal integrity, personal issues do not interfere with managing work responsibilities
- Adhere to business professional dress code

SIGNATURES AND APPROVALS:

Review and Approval:

Pastor: _______________________________ Date: ________________

Acknowledgement and Approval from Employee:

Printed Name: _______________________________

Signed Name: _______________________________ Date: ________________