



COORDINATOR OF YOUTH MINISTRIES (GRADES 6 – 12) Job/Position Description

PARISH MISSION: To know, love, and serve God by living the Eucharist.

CLASSIFICATION: Exempt

POSITION TYPE: This is full-time, negotiable nine-month to twelve-month position. Work hours/days are subject to the demands of the position and will include some weekends and evenings.

EFFECTIVE DATE: September 1, 2018

REPORTS TO: Parish Business Administrator

Primary Objective: Provide primary coordination and leadership of parish ministry to youth, primarily middle school and high school teens.

Job Duties:

1. Work to foster the personal and spiritual growth of young people, drawing them to responsible participation in the life, mission, and work of the faith community.
2. Administer faith formation programs for grades 6-12, including,
 - Evaluate, design/select, and implement an appropriate faith formation curriculum.
 - Recruit, train, and supervise Certified Youth Ministers, small group leaders, and other ministers.
 - Encourage ongoing education programs and support systems for leaders.
 - Provide teaching materials, calendars, and schedules on a timely basis.
3. Oversee a process for the organization and implementation of programs, and experiences based on the eight components of youth ministry, taken from "Renewing the Vision: A Framework for Catholic Youth Ministry". These eight components are: advocacy, catechesis, community life, evangelization, justice and service, leadership development, pastoral care, and prayer and worship which meet the needs/interests of the youth.
4. Coordinate the Confirmation program.
5. Keep informed of developments directed toward improving youth ministries through: attendance at diocesan, regional and national conferences; participation in the diocesan network of youth ministers.
6. Provide group leadership training and skill development, which results in active participation by youth leaders in the formulation and conduct of this ministry.
7. Be available to youth for counseling and general discussion through regular office hours and by special appointment.
8. Seek to become acquainted with the families of youth.

9. Promote and make available retreats, conferences, mission/work projects, and diocesan events.
10. Participate in ecumenical youth opportunities (e.g. Baccalaureate) as available.
11. Prepare, submit, and monitor an annual budget including income and expense estimates for all areas of responsibility.
12. Attend parish staff & education/youth meetings as well as other meetings as requested and communicate regularly with the staff outside of these meetings.
13. Maintain quality and productivity at highest levels.
14. Able to work within a team.
15. Follow safety and good housekeeping practices
16. Perform other related duties as assigned.

Education and Experience:

- High school degree required, bachelor's degree in pastoral/youth ministry, education, theology, psychology, social work or the equivalent preferred.
- Training through a Youth Ministry Certification Program preferred.
- Experience working with youth.
- Basic level of proficiency in the use of Microsoft Office & social media.

Essential Job Functions:

- Live and actively practice the Roman Catholic faith.
- Excellent written and verbal communication skills.
- Good organizational skills; time management, delegation, long-range planning.
- Ability to work with and earn respect of teens.
- Regular and consistent attendance.
- Ability to maintain confidentiality and professional demeanor in all situations.

Equipment Used to Perform Job:

- Telephone
- Computer and peripheral equipment

Significant Worksite Measurement:

- Variable indoor/outdoor work environments
- File boxes are stacked
- 2-foot step ladder
- Supply totes weigh up to 60 lbs. (may be handled by two people)

Critical Demands:

- Sitting up to 7 hours per day
- Standing up to 8 hours per day
- Squatting, crouch and kneeling – rarely
- Stair climb – occasionally
- Finger manipulation – continuously
- Push/Pull (file drawers, desk drawers) – occasionally

- Travel – rare driving trips to St. Cloud or Twin Cities or rare air travel for mission work

Environmental Exposures:

- Essential functions are regularly performed without exposure to adverse environmental conditions.

Vision and Hearing Required:

- Near vision – frequent computer and reading correspondence
- Far vision, color discrimination, depth perception minimum reading
- Hearing sensitivity – minimum

Key: Rarely	1-5-% of day
Occasionally	6-33% of day
Frequently	34-66% of day
Continuously	67-100% of day