

# Coordinator of Youth Ministry

## JOB DESCRIPTION

**Position Title:** Coordinator of Youth Ministry

**Reports to:** Pastor

**Supervisor:** Associate Pastor and Business Manager

### **Overview of the Position:**

The Coordinator of Youth Ministry will be capable of administrating programs and events related to middle school and high school Youth Ministry in addition to formulating and directing a comprehensive sacramental preparation program specific to confirmation. These responsibilities are executed in conjunction with the goals, objectives, and policies determined by the Pastor and the Diocese of Austin. This position will work collaboratively with and under the direction of the Pastor, Associate Pastor and/or the Business Manager to ensure the needs of the youth served at St. Elizabeth are met. This person will be a professional, full-time salaried member of the parish staff and should be experienced in the areas of lay ministry, catechetical education, formation, and youth ministry. Ideally, this person holds an undergraduate or graduate degree in theology, religious education, pastoral ministry, or a related field. Bilingual capabilities are highly encouraged and a willingness to include all parishioners is required.

The Coordinator of Youth Ministry is expected to perform daily tasks with limited supervision. However, it is also expected that this position will regularly consult and have contact with the Pastor, Associate Pastor and/or Business Manager concerning the curriculum and overall direction of the program.

- ❖ Must be a fully initiated and practicing Catholic who lives their faith in accord with Catholic morality and teaching
- ❖ Must possess a background or degree in theology, religious education, pastoral ministry, or related field (Significant ministry experience will be taken into consideration.)
- ❖ Possess at least two (2) to four (4) years of relevant and documented experience in Youth Ministry or a related field.
- ❖ Possess working knowledge of Vatican II theology and current Church doctrine in addition to working knowledge of the USCCB document *Renewing the Vision: A Framework for Catholic Youth Ministry*
- ❖ Possess the skills, abilities, and experience for effective teaching of methodologies and catechesis
- ❖ Literacy in commonly utilized computer programs (i.e.: Word, Publisher, Excel, PowerPoint, etc.)
- ❖ Possess bilingual capabilities in Spanish and English and/or the willingness to include and reach out to all parishioners with Youth Ministry Programs
- ❖ Other tasks as assigned by supervisor

### **General Responsibilities:**

- ❖ Formulate programs encompassing the vision, values, goals, and objectives of comprehensive youth ministry as defined by the USCCB and the Diocese of Austin
- ❖ Produce and manage direct service programming for middle school and/or high school youth
- ❖ Formulate and direct a comprehensive Sacrament preparation program specific to confirmation
- ❖ Provide leadership/direction for the parish on matters pertinent to comprehensive Youth Ministry
- ❖ Consult and collaborate with other ministries regarding catechesis, programming, training, and resources
- ❖ Represent the Parish at local, regional, and national meetings, conferences, and seminars relating to youth ministry

### **Specific Responsibilities:**

#### **Direct Service to Youth**

- Plan, organize and implement parish level opportunities and events for middle school and/or high school youth to socialize, worship, learn and serve (i.e.: catechesis, retreats, rallies, community building, service projects, sports programs, etc.) as defined in ***Renewing The Vision***
- Coordinate the response of the entire faith community to the needs of young people.
- Develop a sense of collaboration, teamwork, and community among the youth ministry and parish community
- Develop, communicate, implement and evaluate a parish vision of youth ministry
- Coordinate comprehensive youth ministry programs within the parish (retreats, youth group meetings, Religious Education, etc.)
- Prepare and implement a program specific to Confirmation including the Retreat
- Coordinate classes, catechists, facilitators, and volunteers for the Youth Ministry Programs
- Assist and collaborate with the DRE regarding catechesis, programming, training, and resources that will benefit the parish youth
- Collaborate with local, diocesan and regional organizations in providing supplemental programming

#### **Direct Service to Parents and Volunteers**

- **Provide clear communication to parents regarding programs/events/activities, and create a welcoming environment in the Religious Education offices**
- **Foster parent participation and involvement in the ongoing faith formation of their adolescent children by providing resources and support as needed**
- Recruit, train, and support adult volunteers and youth leaders
- Pastoral and professional care of adult volunteers and youth leaders working in youth ministry
- Provide ongoing training and support for leaders and volunteers including but not limited to opportunities for personal, professional, and spiritual development
- Coordinate training and education relevant to certification for adult volunteers including Ethics and Integrity in Ministry (EIM) compliance

## **Administrative Responsibilities**

- Formulate and administer an annual budget in collaboration with the Pastor/ Associate Pastor/ Bookkeeper / Business Manager
- Manage the activities and responsibilities of volunteers and other staff related to Youth Ministry
- Coordinate, plan and execute fundraising activities to benefit the youth ministry and its purpose through parish and community activities
- Coordinate with Business Manager for use of buildings and equipment to support the Youth Ministry programs
- Advise Business Manager and maintenance department of issues encountered with use and maintenance of facility equipment
- Prepare reports of deposits and expenses derived from fundraising and/or other activities
- Communicate to parish community youth ministry events through the website, bulletin, and social media
- Attend scheduled staff meetings and other events as needed

## **Professional Development**

- Obtain Diocesan catechetical certification relevant to Youth Ministry within the first two years of employment (unless CYM holds an undergrad degree in Theology or Youth Ministry).
- Participate in one year of ongoing mentorship with an experienced youth minister of the Pastor's choice. (There will be a minimum of one meeting per month)
- Participate in local, regional and national organizations relevant to youth ministry
- Participate in educational and training opportunities for growth and development related to ministry
- Continue to gain knowledge, education, and experience in youth ministry by participating in opportunities offered by the Diocese, and on the regional and national levels
- Participate in an annual retreat, or similar experience, for spiritual growth

To be considered for this position, please send, in PDF format, Resume, Cover Letter and 3 references to [Business.Manager@stelizabethpf.org](mailto:Business.Manager@stelizabethpf.org) by 5:00 pm, Friday, April 5, 2019 – no exceptions.