



ST. ELIZABETH PARISH  
COORDINATOR OF YOUTH MINISTRY  
Job Description

*February 2019*

<b>ACCOUNTABILITY:</b>	Reports to Pastor
<b>SUPERVISORY RESPONSIBILITY:</b>	None
<b>FLSA STATUS:</b>	This position comes under the ministerial exception and is not subject to the Fair Labor Standards Act.
<b>HOURS:</b>	Full-time
<b>GENERAL SUMMARY:</b>	Furtheres the mission of the Catholic Church by directing the parish's 6 <sup>th</sup> -12 <sup>th</sup> grade religious formation and ministry programs and igniting the Holy Spirit in the hearts of the youth.
<b>PARISH CHARACTERISTICS AND FACILITIES:</b>	Approximately 1,000 families. Offers a variety of ministries to all ages with a special emphasis on youth programs. Parish Center houses private staff offices, a cafeteria-style kitchen, and nearly a dozen classrooms including a youth room designated solely for parish youth ministry. Position offers flexible hours.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

**Recruitment and Training**

- Oversee the recruitment, formation, assignment, and evaluation of the youth ministry team. Assist in coordinating their participation in diocesan sponsored training programs.
- Make special efforts to gain the support and involvement of adults in the parish.

**Program Development and Administration**

- Gather and assess data to develop, implement, promote, and publicize inspiring programs that meet the needs, interests, attitudes, beliefs, and formation gaps of the youth.
- Plan (includes fundraising) and maintain a budget.
- Maintain necessary records.
- Provide opportunities for youth to hear and share the Gospel: service opportunities, retreats, conferences, etc.
- Coordinate liturgical celebrations involving youth throughout the year.
- Attend and report at parish staff meetings.

**Serve as a Liaison**

- Communicate and coordinate with the parish and diocese regarding the youth programs.
- Stay informed of developments directed toward improving youth ministry.
- Be visible and available to youth and their families.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Education and Formation: Requires bachelor's degree or equivalent in theology or a related educational field and/or a certificate in ministry or theology from a Catholic institution of higher learning.
- Experience: Candidates with demonstrated experience either at other parishes, as missionaries, or at internships are preferred. Must be familiar with current trends in catechetical ministry.
- Require: Must be a practicing Catholic active in his/her parish, in good standing with the Church, and fully committed to Catholic moral teachings and tradition. Must be passionate about building relationships with and ministering to youth in the parish and surrounding community. Must have a valid driver's license. Must pass background check and attend Virtus Child and Youth Protection Training.
- Physical Demands: While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, and bending when coordinating various educational programs and presentations. Employee is expected to work onsite. Some travel is required throughout the school year. Weekend work is required.

*\*The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.*

**Send resume and interest requests to [steliz50@aol.com](mailto:steliz50@aol.com) or phone (517) 423-2447.**