

Coordinator of Youth Ministry

Ss. John and Paul Church, Altoona, IA

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Youth Ministry

- a) Direct parish youth ministry efforts for junior high and senior high youth.
- b) Recruit, select, and form catechists for twice monthly youth ministry sessions.
- c) Coordinate youth ministry calendar of events in conjunction with monthly parish intergenerational faith formation.
- d) Maintain regular communication with all youth ministry families.
- e) Develop service and retreat opportunities for junior high and high school youth.
- f) Along with business manager and pastor, develop and manage budget for youth ministry.
- g) Communicate regularly with the pastor about the scope of the program.
- h) Promote active participation from youth in the life of the parish, by liturgical ministries and other volunteer opportunities.
- i) Organize and oversee participation in Diocesan Youth Rally, NCYC, and annual mission trips for junior high and senior high students.
- j) Plan and oversee fundraising efforts within youth ministry to support special events.

Confirmation Preparation

- a) Recruit and develop the team to assist with the formation of candidates. Plan and coordinate formation in conjunction with parish intergenerational faith formation.
- b) Communicate with parents, candidates, and sponsors monthly.
- c) Assist with planning for the Confirmation liturgy.

Parish Intergenerational Faith Formation

- a) Serve on the planning team for the monthly faith formation sessions. Develop lesson plans for junior high and senior high youth.
- b) Recruit and train catechists for junior high and senior high youth.
- c) Arrange for materials and resources, including online E-tools pages.

Young Adult Ministry

- a) Develop and direct outreach as needed for college-age and young adult parishioners.
- b) Act as liaison for this group, maintaining communication with staff and coordinating events with parish calendar.

Liaison with Tweens (youth ministry, 5th and 6th grades) and JP Kidz (3rd and 4th grades)

- a) Act as liaison for group coordinators, maintaining communication with staff and coordinating events with parish calendar.

Additional Responsibilities

- a) Supervise registration of youth for above programs and Confirmation preparation.
- b) Along with business manager, assure background checks and VIRTUS training according to diocesan guidelines.
- c) Continuing professional formation, which may include pursuit of degree and/or certification.
- d) Participate in Diocesan Youth Ministry and local CLADD meetings.
- e) Attend weekly staff meetings.
- f) Participate and seek consultation and input at the regular meetings of the council for catechesis.
- g) Organize senior high graduation Mass and recognition on Memorial Day weekend
- h) Additional responsibilities as requested.

January 2019

Coordinator of Youth Ministry

Ss. John and Paul Parish, Altoona, Iowa, a parish of intergenerational faith formation, seeks full-time coordinator of youth ministry.

Necessary skills include relational ministry with adolescents, administration, planning, budgeting, program development, formation of volunteers. Candidate should be a person of faith, outgoing, energetic, personable, creative, organized, flexible, a team-player.

The coordinator's focus of junior- and senior-high youth ministry and Confirmation preparation with freshmen and sophomores includes: collaborate for monthly intergenerational faith formation, plan for twice-monthly youth ministry groups, coordinate volunteers.

Salary based upon education and experience. For inquiries or job description, visit parish website. To apply, submit cover letter, resumé, references at ssjohnpaul.org/ymcoordinator.