



Position Description

Position Title:	Youth Minister
Reports to:	Youth Ministry Coordinator
Direct Reports:	None
Provides work direction to:	Group facilitators, students/youth, ministry volunteers
Receives work direction from:	Youth. Ministry Coordinator, Director of Faith Formation
This position is:	Full time with benefits
Hours hired to work:	40 hours per week.
FLSA:	Non-Exempt
Date:	February 2022

This is a full-time position requiring an average of forty (40) hours per week. The incumbent has the latitude to schedule the hours throughout the work week in consultation with the Director of Faith Formation as they deem appropriate. Evening and weekend hours are necessary. Compensation for the position includes the parish's standard benefit program.

Purpose of the Position: This position will work collaboratively with the Youth Ministry Coordinator, Faith Formation Team and a core group team of parents/adult volunteers and youth to provide a seamless program from Middle School to High School that includes Confirmation. This position's emphasis is to develop and grow youth ministry for youth in high school. The youth ministry team will provide a high connectivity with students and demonstrate a joyful and faithful witness to the Church.

GENERAL RESPONSIBILITIES (*): Employment in and by the Catholic Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. The position requires that the incumbent be an active member of the Roman Catholic Church.

1) REPRESENTATIVE RESPONSIBILITIES (*):

- A. To be present, on time and ready for work at all times that the position requires. Includes recognizing when situations require more efforts, seeking approval to put in more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.
- B. Help create a productive environment, where there is harmony, good morale, and cooperative teamwork; evaluate and take corrective action as appropriate. Help to facilitate effective communication between employees and volunteers at the parish.
- C. Perform the job in a manner consistent with moral, ethical, legal, and financial standards of civil and canon law, and Catholic Church teaching.
- D. Maintain professional standards of confidentiality.
- E. Recognize, foster and maintain appropriate boundaries with fellow employees, parishioners, visitors and vendors.
- F. Other responsibilities identified as needed by the employee and approved and/or assigned by

the supervisor.

Responsibilities: While the list that follows highlights the primary responsibilities of the position, it is understood that the list is not all-inclusive and that the employee may, on occasion, be assigned additional tasks or asked to assist on projects that are not specifically identified in this position description. The effort required for such additional tasks will be consistent with the qualifications and physical demands of this position.

1. Be present, on-time and prepared to work scheduled work hours, meetings and events including recognizing when situations require more time and effort, satisfying all responsibilities in a timely manner, acting with a sense of urgency to meet targeted deadlines and providing an example of punctuality, attendance and adherence to administrative policy and procedure.
2. Develop, organize, and implement Grades 9-12 ministerial programs and activities for communities of youth based upon their interests (Ex/Bible Study, Service Saturday, Catholic Athletes).
3. Work collaboratively with Youth Ministry Coordinator to develop, organize, and implement a one-year Confirmation program for youth in Grade 9-12 according to Parish and Archdiocesan guidelines. This program will include a retreat, twice-monthly sessions, opportunities to engage in ministry, and helping youth develop personal prayer and faith habits.
4. The key areas in the development, organization and implementation of the ministry programs for grades 9-12 will include the following:
 - a. Recruiting, training, and leading core team of youth and adults for high school to set the year's goals and programs.
 - b. Recruiting, training and supervising volunteers and chaperones.
 - c. Schedule and Facilities:
 - Developing a comprehensive calendar of all aspects of the middle school and high school youth programs and coordinating this with the overall Faith Formation and parish calendar.
 - Arranging for the use of the facilities needed to conduct all aspects of ministry.
 - Following timelines and expectations in scheduling and requesting room set ups, posting upcoming information on website, social media platforms, electronic activity screens and in the parish bulletin.
 - d. Adhering to all Office for the Protection of Children and Youth (OPCY) requirements for all volunteers and with youth.
 - e. Relational ministry:
 - Acting as an advocate for the high school youth of St. Therese.
 - Helping high school youth live out their call to Christian lives and helping them to speak of their beliefs in the Roman Catholic Church.
 - Developing and maintaining a direct relationship with students in both public and private high schools; identifying and pursuing activities and programs that reinforce areas of responsibility; integrating activities for youth with other parishes
 - Helping form the faith of high school youth by collaborating with St. Therese parish and school staff.
 - Planning and executing the following for high school youth: social activities; service activities; multiple annual retreat opportunities; annual mission trip, Catholic or youth conference and/or similar activities for high school youth.
 - Collaborating with other parishes when possible to plan, participate in, share resources with, and logistically optimize middle and high school social, service, retreat and mission activities.
 - f. Maintaining an approved budget.

5. Work collaboratively with the Youth Ministry Coordinator to develop, organize, and implement Service Saturdays throughout the year and Summer Bash during summer months.
6. Ensure youth ministry programming follows guidelines from “Renewing the Vision.”
7. Develop, organize, supervise, and implement Young Adult parish ministry.
8. Lead summer Vacation Bible School organization and implementation.
9. Team with Faith Formation staff to support formation of all ages in the parish including planning and implementation of family formation activities and events.
10. Support Faith Formation staff in using network and communication technology including but not limited to, parish website, social media, information screens in gathering space, data base.
11. Ensure appropriate confidentiality in all matters relating to ministry and parish business.
12. Participate in on-going professional development and professional groups as appropriate.

Restrictions:

- All teaching must be in accordance with Catholic Doctrine and Tradition.
- Any fund raising activities must have the approval of the Director of Faith Formation.
- Parish work may expose the employee to information of a confidential or sensitive nature and the ability to maintain strict confidentiality is an absolute requirement of this position. Failure to appropriately safeguard confidential information will be grounds for immediate dismissal.

Qualifications:

- Education and experience in theology and relational youth ministry preferred.
- Previous experience working with youth (especially grades 6-12), including planning and implementing youth events.
- Understanding of and commitment to the teachings and values of the Roman Catholic Church as found in the *Catechism of the Catholic Church* and other recognized sources of authentic Catholic Tradition.
- Passionate to empower young people to live as disciples of Jesus Christ in our world today.
- Must exhibit competence in age-appropriate instructional methods.
- Must have ability to work well with people, to give clear directions, and to adapt to changing conditions. Ability to work without immediate supervision.
- Ability to foster and maintain appropriate boundaries with fellow employees, volunteers, parishioners, visitors and vendors and to conduct oneself in a courteous and professional manner.
- Effective communication, interpersonal and group facilitation skills—adept in oral and written presentation. Experience with video production, editing, publishing and marketing is a plus.
- Collaborative management style including demonstrated ability to work well with staff and volunteers.

Physical demands:

- Comfortable working the schedule outlined for the position on a regular basis.
- Ability to conveniently physically access facilities of the parishes and to climb stairs in order to interact with youth.
- Able to sit, stand, and walk for long periods of time. Ability to use a computer for long periods.

I have reviewed this position description and understand what is expected of me. I also understand that this position description may change as the needs of the parish change.

Employee's signature _____ Date: _____

I have reviewed this position description and agree that it is an accurate representation of the responsibilities expected to be performed by the incumbent.

Supervisor's signature _____ Date: _____