



Diocese of Gary

Diocesan Job Description

POSITION NAME: Director of Youth Ministry	PARISH: Saint Paul
REPORTS TO: Pastor	EFFECTIVE DATE:
CLASSIFICATION: Non Exempt	APPROVED: Rev. Douglas J. Mayer

Employee Offered / Working Position:

Position Summary of Duties:

The lay ecclesial Youth Ministry Coordinator is responsible for developing a pastoral ministry with youth. The Youth Ministry Coordinator reaches out to all youth in the faith community, provides for formal catechesis, invites, and enables youth to serve others. He/she develops close communication with and mutual support from families of youth and collaborates with parish and staff and other community and parish/school youth organizations.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and the requirements of the job change.)*

I. Specific Task/Duties:

Program Development

Acts as a role model and collaborates with the faith community to implement the components of Catholic youth ministry:

Facilitates the development of community among youth, families, church, and society through various programmatic events.

Invites young people into intimate relationship with Jesus Christ and empowers them to live and witness as disciples in today's world through the development of consistent, active weekly Life Nights (Youth ministry meetings). Life Nights are held Sunday nights after the Sunday evening mass, using the Life Teen model of Gather, Proclaim, Break, and Send.

Uses the Life Teen model (relational ministry to form intention disciples) of Youth Ministry, using the Life Teen resources as necessary, to lead the teens of the parish and community closer to Jesus Christ and His Church. Life Teen resources are in the office and available online at Catholicyouthministry.com. New resources provided 3 times a year.

Plans, implements, and organizes the preparation for the Sacrament of Confirmation for all high school students of the parish including regular preparation sessions, retreat, and any other requirements.

Enables healing, growth, and healthy development of youth in their relationships through facilitation of mentoring opportunities for all participants.

Enables young people to celebrate and deepen their relationship with the triune God through individual and communal prayer and participation in the liturgical life of the church through the Sunday evening Mass.

Acts as the Sunday evening sacristan, assisting the priest and deacons as needed, and assisting the Life Teen music ministry as needed.

Engages the church and broader community in voicing and addressing the rights and needs of youth through regular contact with local school teachers, administrators and other local community leaders. Empowers other parish leaders to welcome and minister to teenagers in their respective ministries.

Affirms and calls forth the gifts of youth and adult leaders and provides opportunities for their ongoing spiritual and leadership development through retreats and other similar events.

Provide young people with service opportunities in Parish, the Northwest Indiana Community and abroad as appropriate.

Recruitment and Training of Leaders

Recruits, trains, assigns, and evaluates the youth leaders; coordinates participation in diocesan-sponsored training programs (i.e. Diocesan Youth Council).

Serves as an advisor and support to youth leaders through regular communication and open-door availability with youth church members inclusive of email, intranet, text messaging and other means of communication that are convenient to youth members.

Recruits, screens, trains, assigns, and evaluates the adult leaders. Coordinates participation in diocesan-sponsored training programs. Monitors the efforts of volunteer adult leaders and formally evaluates progression on an annual basis. Publicizes and offers education programs and support systems for ministry leaders.

Administration

Initiates ways of gathering data on the needs, interests, attitudes and beliefs of youth and uses this data to respond to the identified needs of youth through informal surveys.

Prepares and prioritizes the annual Youth Ministry Budget. Is responsible for the financial stewardship and the submission of Youth Ministry expenses and receipts to the pastor and or the bookkeeper. Is responsible for submitting a time card.

Plans, organizes, and implements programs/experiences at Parish that provide a holistic approach in meeting the needs/interests of youth, including parish, diocesan, and—when appropriate—national and worldwide events.

Communication

Determines effective means for publicizing and promoting programs and experiences. Works with youth ministry team on goals and programmatic ideas for meeting needs.

Supervises and coordinates scheduling of youth events and activities. Quarterly evaluation meetings with the Pastor are recommended, to ensure that all expectations are met.

Safe Environment

The Director is required to participate in all diocesan-mandated safe environment procedures, including, but not limited to, VIRTUS training and background checks.

Provide a safe environment and a place where young people share and grow together in faith, learning more about being a committed Catholic Christian.

The Director supervises and coordinates safe environment compliance for all adult leaders in the youth program, including, but not limited to, VIRTUS training, background checks, and Volunteer Applications.

Handles other duties as assigned.

II. Mission

1. Support, upholds, and maintains the Mission of the Diocese of Gary and Parish and serves as a role model of the church/school in a positive manner and in all business interactions within the church/school and to the outside community. Demonstrates loyalty and pride in the church/school, its employees and departments
2. Respects and safeguards the confidentiality of information regarding parishioners, customers, co-workers and the church, and holds others accountable to the same standard.
3. As a leader within the church, projects a professional and caring demeanor in interactions with all.
4. Takes responsibility for maintaining a clean, neat and orderly environment. Uses equipment, supplies and other materials with a focused effort to stewardship and reducing waste.
5. Demonstrates an attitude of teamwork when interacting with others within or outside the church. As such, consistently displays respect for self and for others in manner (body language, dress), word (spoken language) and action (behavior).
6. Takes ownership of job responsibilities by initiating prompt and appropriate action/follow-up in all areas. Insures appropriate and timely resolutions to situations.
7. Exhibits resourcefulness and Initiative in anticipating and meeting the needs of others in a pro-active manner. Encourages and empowers subordinates to perform in the same manner.
8. Welcomes suggestions and new ideas as an opportunity to learn, grow and improve services.
9. Promotes and supports the change effort through accurate and timely communication, flexibility and acceptance.

Qualifications: A practicing Roman Catholic with an active faith life, in right relationship with the Catholic faith community.

SPECIFIC JOB SKILLS:

Ideally, the Youth Ministry Coordinator should possess the skills necessary to implement a program of comprehensive youth ministry as outlined in the job description. These skills are described in great detail in the *National Certification Standards for Lay Ecclesial Ministers Serving as Youth Ministry Leaders*.

- Following are some of the important skills necessary for implementing comprehensive youth ministry, as related to the components of youth ministry described in *Renewing the Vision - A Framework for Catholic Youth Ministry* (NCCB, 1997): Demonstrates an understanding of the history, vision, goals, themes, and components of Catholic youth ministry as outlined in the US Bishops' pastoral plan, *Renewing the Vision: A Framework for Catholic Youth Ministry*, and related Church documents
1. Advocacy: ability to effectively communicate a vision of youth ministry and advocate for youth and youth ministry within and outside the parish.
 2. Catechesis: ability to design, organize and lead systematic and intentional adolescent catechesis in the context of comprehensive youth ministry.
 3. Community Life: ability to develop community both among young people, and between young people and the broader faith community.
 4. Evangelization: ability to develop outreach programs and design and lead retreats; ability to share faith and lead others to do the same.
 5. Justice and Service: ability to develop programming that educates and leads young people in justice and service (e.g., mission trips, work camps, soup kitchens, etc.).
 6. Leadership Development: ability to recruit, orient, train, organize, manage and nurture youth and adult leader.
 7. Pastoral Care: ability to care for youth and their families in crisis and to intervene appropriately with referrals and other appropriate responses.
 8. Prayer and Worship: ability to lead others in prayer, design and lead prayer services, liturgies and prayer experiences
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EDUCATION AND/OR EXPERIENCE:

Minimum bachelor's degree or higher in pastoral ministry, religious education, theology or related field, or equivalent. Other background or experience related directly to a specific job description: (e.g. coordinating religious education; junior high ministry; etc.), as well as general parish experience, volunteer or paid.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, stoop, finger, talk, reach, feel, sit, climb, grasp, hear and perform repetitive motions of the hands/wrists. Lifts and moves items up to 30 pounds.

JOB CONDITIONS:

The Youth Ministry Coordinator shall work a minimum of thirty six (36) hours per week, not to exceed forty (40) hours per week. The Youth Ministry Coordinator shall work on Sunday from 2:00pm or 3:00pm to 9:00pm for the Life Teen Mass and the Life Night events during the weeks that Faith Formation is in session and when Life Teen Confirmation Preparation takes place. The Youth Ministry Coordinator shall schedule some regularly scheduled office hours, while having a "flexible work schedule. The Youth Ministry Coordinator shall schedule some hours to offer youth formation and fellowship in the evenings and on weekends.

Work is performed mostly on campus but may also include off campus retreats. Work is performed mostly with teens in formation settings, prayer events and interactive fellowship. Work is performed in a collaborative process with Life Teen members and other staff and community volunteers. Some ministry involves working with parents and the larger community. Other work is performed in an office setting. The employee is required to do extensive close computer work, as well as sit for long periods of time.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISES:

Employee Signature

Date