

YOUTH MINISTER (Part-Time, 19 hours/week)

Job Description

The Youth Minister works to foster the total personal and spiritual growth of young people, to empower them to live as disciples of Jesus Christ in today's world, and to draw them into responsible participation in the life, mission, and work of the Catholic faith community.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES

- Plans, implements, and evaluates a parish program for middle school and high school youth with opportunities for spiritual, liturgical, service, and social activities consistent with the parish mission statement.
- Plans, develops, and leads a parish confirmation program.
- Coordinates youth retreats and missions.
- Recruits and trains volunteers and youth ministers to help with all aspects of the youth ministry program.
- Keeps parents informed as to program mission and activities and encourages them to become involved in the program.
- Works with the Pastor and with other staff members to integrate youth into active participation in all aspects of parish life.
- Networks with youth ministers in vicariate, region, and Archdiocese to plan combined events and share resources.
- Participates in Archdiocesan opportunities for developing youth ministry skills
- Tends to his or her own spiritual growth through prayer life and retreats.
- Attends scheduled evening and weekend meetings, weekly staff meetings, and the annual summer staff in-service week.
- Prepares and submits to the Pastor an annual youth ministry budget that is consistent with the planned youth program. Monitors expenditures against the approved budget and organizes fund raising events as needed to help supplement the cost of program activities and events.
- Observes national and Archdiocesan guidelines regarding youth ministry and religious education policies.
- Maintains a strict level of confidentiality on all matters relating to parish business.
- Performs other work-related duties as needed.

Position encounters frequent new and varied work situations. Incumbent determines own practices and procedures and contributes to the development of new concepts. Position operates independently with minimal supervision. Improper individual actions could result in delays and errors in paperwork and interactions, as well as poor public relations. Contacts are usually made with others both inside and outside the parish. Contact may be made by own initiative, or by supervisor request, and may involve confidential/sensitive matters.

REQUIRED JOB SKILLS

- Proven skills in the areas of organization, communications, and administration.
- Understanding of adolescent faith development.
- Ability to successfully manage and train staff and volunteers and to develop and manage programs.
- Ability to prioritize workload to meet program requirements.
- Ability to work both independently and as a member of a pastoral team.
- Must be flexible, creative, and responsible.

EDUCATION AND/OR MAJOR EXPERIENCE

Practical experience working with youth. Demonstrated commitment to youth (grades 6-12) and ability to work with them and their families. Certification for Youth Ministry from the Archdiocese or equivalent education preferred. Degree in Pastoral ministry (theology) and two to four years' experience with youth programs in a parish preferred. Practicing Catholic required. Bilingual in Spanish preferred. Valid driver's license required. Current CPR and/or First Aid card preferred.

WORKING ENVIRONMENT

Work is performed in a church or office setting; however, travel may be necessary to fulfill certain job responsibilities. This position requires flexible work scheduling to properly administer the program and often involves continual, tight deadlines. While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds.