

YOUTH MINISTRY COORDINATOR

St. John the Baptist

Excelsior, MN

Position Description

Title:	Youth Ministry Coordinator
Reports to:	Director of Faith Formation
Direct Reports:	None
Provides Work Direction to:	Youth Ministry Volunteers
FLSA:	Non-exempt
Hours:	Part-time; 20 hours per week
Schedule:	Monday – Friday, per establish office schedule; Saturday-Sunday as events require; overnight travel for youth trips, retreats and events
Benefits eligible:	No
Last revision:	11/3/2017

Job Purpose: The Purpose of this position is to direct, implement, and oversee the ministry aspects of the parish youth programming. The Coordinator of Youth Ministry and the Director of Faith Formation collaborate to fulfill the Mission of the Parish in regards to youth formation. This position is responsible for developing a comprehensive youth ministry for grades 6-12 under the direction of the Director of Faith Formation. The Coordinator's role is to form young people to be strong Catholic leaders in their parish and community. This includes, but is not limited to, directing peer ministry (discipleship groups), conversion opportunities, retreats, missions, outreach, service and other youth events. Great people and communication skills are essential for the success of this position. This position requires a practicing Catholic.

Statement on Working for the Catholic Church: 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 of Saint Paul and Minneapolis, such that it can embarrass the Church or give rise to scandal. It is required that this employee be a Catholic.

Representative Responsibilities

- 1. Implement a comprehensive youth ministry program and establish programs and activities that will achieve this (including weekend and summer ministry opportunities)**
 - Work collaboratively with the Director of Faith Formation
 - Oversee, develop, and manage ministry opportunities including resources, events, and scheduling
 - Update any existing programming to improve effectiveness
 - Arrange for sites and transportation for different ministry opportunities
 - Be an advocate for youth both in and outside of the parish

- 2. Recruit, train, and supervise adult and teen volunteers and peer ministers**
 - Provide adequate training, supervision, and guidance according to parish, archdiocesan, and Catholic Mutual policies

- 3. Responsible for administrative functions related to Youth Ministry including:**
 - Budgeting and fiscal responsibility
 - Communicate and coordinate programs and events with the Parish Staff, parents, and parish community
 - Participate in staff and parish meetings as required
 - Comply with insurance guidelines for all designated programs
 - Maintain effective working relationships with all of the Parish Staff and involved parishioners
 - Arrange for necessary safe environment requirements

- 4. Participate in relational ministry as needed including:**
 - Creating and taking advantage of opportunities to interact with both youth and the parents of youth
 - Collaborate, as appropriate, with all Faith Formation programs, for continuity and necessary transitions
 - Pastoral problems and conflicts, providing mentoring and pastoral ministry as needed to both adults and youth
 - Attend parish liturgies and related parish events
 - Attend special school events and sport functions when possible and as asked by teens

Other Responsibilities: includes other responsibilities identified as needed by the employee and approved and/or assigned by pastor.

This list of specific responsibilities is not intended to be inclusive but is intended to be representative in nature. Other specific items will arise in the course of time that will fall within the above general categories, and will become part of the Youth Coordinator's duties as long as they are within the scope of the responsibilities for this position.

Qualifications & Requirements of Position

Qualifications

1. Be a practicing Catholic with a sound understanding of Sacred Tradition, Sacred Scripture, and the Magisterium.
2. Live a basic lifestyle consistent with Church teachings, so as to be a role model for the youth.
3. College graduate with background in Theology, Youth Ministry, Catechesis, Catholic Studies, or equivalent.
4. Desire to help lead the youth of the Parish to pursue a life of Spirit-filled holiness through a personal relationship with Jesus Christ within the community of the Catholic Church.
5. Willingness to lead off-site weekend retreats and off-site weeklong missions/camps each year.
6. Ability to communicate, both orally and in writing (as well as in front of a crowd).
7. Sound organizational skills with the ability to coordinate a complex variety of programs.

Mental Demands: The ability to multi-task, resolve problems, manage conflict, organize work, remain calm in chaotic situations and be consistent in discipline situations.

Physical Demands: The ability to climb stairs, move and lift supplies, listen to children/youth, engage in activities with youth, lift up to 25 pounds.

Employee: I have reviewed this job description and understand that it is an accurate representation of the responsibilities of my job. I understand that as the organization's needs change, my job description will change.

Signature

Date

Supervisor & Pastor: We have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this job.

Supervisor Signature

Date

Pastor Signature

Date