



# Vacant

## Position Description

Updated on March 2, 2017

### Employment Information

Employment Date	<b>Full-Time</b> Employment Category	<b>Ministerial Exemption</b> FLSA Classification
<b>Semi-Monthly</b> Pay Frequency	<b>40 hours per week</b> Scheduled work week	

### Job Information

<b>March 20, 2017</b> Job Date	<b>Coordinator of Youth Ministry</b> Job Title	<b>Youth Ministry</b> Program Name
<b>St. Andrew Catholic Church</b> Entity Name	<b>Pastor</b> Supervisor	

*The principal duty of all employees is to assist in the mission of the Church in the Diocese of Fort Worth. This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

### Essential Functions of the Coordinator of Youth Ministry are:

The Coordinator of Youth Ministry is to work with the Church to walk with young people (generally grades 6<sup>th</sup>-12<sup>th</sup>) and their families to become active Disciples of Christ. This is accomplished through a process of evangelization that includes pastoral, liturgical and catechetical formation. The Coordinator of Youth Ministry provides primary leadership for the design and implementation of parish ministry to its youth. The Coordinator of Youth Ministry is to work on forming parents and adults to also walk with these youth in their faith in order to make disciples of them as well. All catechetical instruction must be in keeping with the magisterial teachings of the Catholic Church.

### Job Duties:

#### **Formation**

- A comprehensive process of formation and training in the areas of evangelization and catechesis for all staff both professional and volunteer.
- Specific catechetical formation through the approved Diocesan catechist formation process (i.e. Saint Francis de Sales, John Bosco, etc.) through the Department of Evangelization and Catechesis.

- Develops sound evangelization and catechetical curriculums in the area of evangelization, catechesis, doctrine, liturgy and sacraments, moral life and prayer that follow and have been approved by the Diocese.
- Assists in the planning, developing and implementing catechetical programs for parish youth and catechetical components of youth catechumenate, candidate initiation and confirmation preparation.
- Where appropriate, refers youth and parents to suitable updated reading and resource materials for the youth, parents, and/or family's spiritual and catechetical information and enrichment.
- Connects with other youth ministry groups and committees in the diocese and in appropriate professional associations.

### **Social/Service**

- Plans, develops and implements a schedule of social opportunities for the youth of the parish to form community identity and establish peer relationships within the parish community.
- Plans, develops and implements a schedule of service activities for the youth of the parish in order to develop their sense of responsibility to and awareness of the needs of the parish community and the Diocesan church community and the larger social community.
- Keeps youth, parents and the parish informed of Diocesan programs, social, service and retreat opportunities.
- Manages all social media accounts associated with Youth Ministry.
- Organizes and supervises suitable fundraising activities.

### **Supervision/Recruitment/Training of Leaders**

- Supervision and catechetical instruction of all related youth ministry staff.
- Oversee and/or assist leaders in training youth for liturgical roles: altar servers, ushers, readers, etc.
- Ability to form adults to be discipleship leaders for the youth.
- Recruits adult youth leaders to maintain adequate supervision and provide for safety at all times.
- Invites, trains, motivates, evaluates, and promotes faith formation of small group leaders, youth & adult leaders, volunteers & paid coordinators (where applicable).

### **Administration**

- Obtains parental support and consent for activities.
- Maintains current records on all youth participating in programs and all adult leaders.
- Provides supervisor with timely program activity reports and evaluations.
- Manages the annual budget(s) the Office of Youth Ministry is responsible for handling.

### **General Responsibilities**

- Serves as member of the parish staff. Participates in decision-making regarding total parish direction and activities. Attends staff meetings, faith formation team meetings, prayer days and educational days.
- Maintains current catechist and youth ministry Diocesan certification and attends formation programs.
- Continues personal education through appropriate classes and workshops.
- Willing to work with all youth within the area and the youth ministers to bring the Good News to all young people.
- Discerns emerging youth ministry needs; develops modifications and enhancements to meet needs as they develop.
- Establish a collaborative relationship with parents and families. Assist and help provide catechesis and teaching for parents in their role as first and best teachers of the faith.

**Qualifications**

- Active, practicing member of the Roman Catholic Church. Knowledge/ability to share Catholic faith with youth.
- Listening skills, crisis intervention and referral skills, group processing and facilitation skills.
- Organizational skills, including ability to communicate well, orally and written; time management; delegation; planning; and budgeting.
- Must have the ability/experience to design and implement a variety of youth oriented programs.
- Ability to work with parents and children of all ages.
- Successful completion of the Diocesan Safe Environment program.
- Bachelor’s degree in Theology or Catechesis required.
- Knowledge of adolescent / pre-teen spiritual /personal development, and youth cultures.
- Basic computer skills.

**Working Conditions**

- Able to sit and perform computer work for lengthy periods of time. Frequent use of computer keyboard that requires repetitive hand and wrist movements.
- Flexible hours, including evenings, weekends, and occasional over-night stays.
- Frequent walking, standing, and sitting.
- Ability to lift up to 45 pounds without assistance.

**Signatures:**

\_\_\_\_\_

Employee

\_\_\_\_\_

Supervisor

\_\_\_\_\_

Date