

# **COORDINATOR OF YOUTH MINISTRY**

## **JOB DESCRIPTION**

**JOB TITLE:** Coordinator of Youth Ministry

### **JOB STATUS AND ACCOUNTABILITY:**

The Coordinator of Youth Ministry is a full-time member of Holy Trinity's professional staff and regularly meets with others of the pastoral administration staff as an equally participating member to discuss and decide parish issues, planning and goals. The Coordinator of Youth Ministry is an ex-officio member of the Parish Pastoral Council and is directly accountable to the Pastor.

### **PURPOSE OF THIS POSITION:**

- To address catechetical development of youth with a vision that articulates the total parish mission statement;
- To plan and implement programs that enrich the spiritual, educational and social lives of the youth of the parish (grades 6-12);
- To plan and conduct programs for the preparation of parish youth for the Sacrament of Confirmation;
- To minister to and support parish efforts involving college age young adults
- To support and coordinate ministerial activities with the parish Spanish-speaking community

### **SKILLS AND EDUCATIONAL REQUIREMENT:**

The Coordinator of Youth Ministry should have a Bachelor's Degree in Liberal Arts or the equivalent job experience, and be enthusiastic about working with young people. In addition, the candidate should have:

- A minimum of three years experience working with youth in a parish or school setting;
- The ability to represent and teach the Catholic Faith;
- A sense of parish and ability to work as a collaborative team member with the parish staff;
- Advanced Catechist Certification & Youth Ministry Certification, working towards Professional Certification.

### **DUTIES AND RESPONSIBILITIES:**

#### **A. Specific Responsibilities in the Area of Youth Ministry**

- Recruit Adult Leaders for Catechesis;
- Provide initial and on-going opportunities for catechist formation;
- Design curriculum and administer the catechetical program;
- Be aware of, and implement archdiocesan guidelines for religious education;
- Periodically evaluate catechist and program effectiveness;
- Select appropriate curriculum materials (e.g., texts, media resources, etc.);
- Coordinate scheduling of program;
- Oversee registration and class assignments of youth, and coordinate the use of facilities with the parish calendar;
- Meet with catechists on a regular basis to share ideas, provide direction and training, and discuss problems;
- Encourage and assist catechists in working toward certification;
- Communicate with youth and families of youth as necessary;
- Visit classes and encourage student attendance;

- Develop and provide classes to adult leaders and provide them with information on pertinent classes being offered elsewhere in the archdiocese;
- Interface with Principal/Staff of Arthur Slade School regarding use of facilities and scheduling of events for activities under Youth Minister's control;
- Set fees for tuition and Sacraments;
- Provide retreat experiences for youth;
- Collaborate with Liturgical Coordinator for increased youth involvement in liturgy;
- Arrange for recruiting/training of the Youth Advisory Team (adults and youth);
- Develop peer ministry programs;
- Provide for activities that are value oriented and include family involvement when possible;
- Provide outreach opportunities for the youth of the parish;
- Support parish efforts for inclusion of college age young adults

#### **B. Program for Sacrament of Confirmation**

- Assume all organization responsibility for the Confirmation program, i.e., registration, youth/parent discernment meetings, sponsor meetings, retreats, training of adult and peer leaders and scheduling of celebrations;
- Serve as a resource person for youth encountering difficulties discerning their readiness for this sacrament;
- Interact with Liturgical Coordinator in planning liturgical celebrations.

#### **C. Administration**

- Develop and coordinate the scheduling of parish facilities and the annual calendar for youth in Grades 6 thru 12 with parish staff and Arthur Slade School;
- Oversee the ordering of classroom books and materials;
- Forecast income and expenses for area under Youth Minister's purview, and prepare/defend the annual budget;
- Supervise implementation of Youth Ministry budget;
- Insure maintenance of accurate records for enrollment, attendance, catechist certification, student records, sacramental records, etc.;
- Compile and submit annual Archdiocesan Religious Education Report for grades under Youth Minister's purview;
- Set and evaluate annual program goals and objectives;

#### **D. Personal Development**

- Nourish own spiritual life by participation in retreats, days of recollection, workshops on spirituality and prayer;
- Network with other Coordinators of Youth Ministry through membership in the Association of Professional Youth Ministers;
- Attend periodic workshops/seminars/conferences (e.g. Coordinator's Institute of Youth Ministry, National Conference for Youth Minister's and the Baltimore Religious Education Institute);
- Read current literature and keep abreast of developments and trends in the field of Youth Ministry;
- Develop and evaluate personal goals and objectives

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