



**Decision making and Supervisory Responsibility:**

HIRING / SELECTION	R/		
ASSIGNING & SCHEDULING WORK	N/A		
MONITORING & CONTROLLING WORK	R		
DISCIPLINE	R		
PERFORMANCE EVALUATION	R		
SALARY RECOMMENDATIONS	N/A		
DISMISSAL	R		
BUDGET RESPONSIBILITY	R		
PROPERTY RESPONSIBILITY	YES		
CONFIDENTIAL INFORMATION	YES	Responsible for the security of confidential information	

- I indicate Input only
- R indicates responsibility for Recommending a course of action requiring one other approval
- F indicates responsibility for the Final decision
- N indicates No responsibility in the area indicated

**Minimum Requirements:** A member of the Catholic Church in good standing.

**Education:** Diocesan religious education certification or the ability to obtain it in a reasonable time frame.

**Experience:** Past involvement in Church ministry, especially children / youth ministries.

**Or other background demonstrating application of the following knowledge, skills, and abilities:**

- Practicing Catholic, with knowledge and understanding of post-Vatican II Church and of Vatican II liturgy documents, as well as their application to youth ministry issues.
- Excellent teaching skills, both classroom and individual.
- Excellent youth leadership skills.
- Advanced knowledge of Scripture and Church tradition as they relate to the Rites of the Church.
- Ability to make considered decisions, based on the needs of the parish and the resources available.
- Excellent oral and written communication skills with both youth and adults.
- Ability to handle confidential data appropriately.
- Ability to recruit, supervise and motivate volunteers.
- Ability to relate to parishioners and other employees in a cooperative and productive manner.
- Ability to support the mission of the parish.

**Physical Requirements of this position include:**

**FREQUENCY OF REQUIRED EXPOSURE / USE**

WORKING ENVIRONMENT	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)	X		
HEAT (90 F or more)	X		
HUMIDITY	X		
HEIGHTS	X		
NOISE		X	
VDT/CRT USE			X
DRIVING			X
STANDING			X
SITTING			X
WALKING			X
BENDING		X	
WORK WITH OTHERS			X
REPETITIVE MOVEMENTS			X
GASES/FUMES	X		
DUST	X		
<b>OPERATING MACHINERY</b>			
COPIER			X
TYPEWRITER		X	
TELEPHONE			X
FACSIMILE (FAX)			X
10-KEY	X		
CALCULATOR		X	
COMPUTER			X
MOUSE			X
PRINTER		X	

**OTHER REQUIREMENTS**

	SELDOM	OCCASIONAL	FREQUENT
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far		X	
COLOR DISCRIMINATION	X		
HEARING			X
SPEECH			X
OTHER			
<b>TRAVEL:</b>			
Local			X
National	X		
International	X		
<b>MOVING EQUIPMENT AND SUPPLIES</b>			
LIGHT (Under 5 lbs.)			X
MODERATE (5 to 20 lbs.)		X	
HEAVY (Over 20 lbs.)		X	
<b>DESCRIPTION OF MOVEMENT</b>			
LIFT / LOWER		X	
CARRY		X	
PUSH / PULL	X		
REACH ABOVE		X	