

ST. PAUL CATHOLIC CHURCH

JOB DESCRIPTION

This document was
last reviewed on
February 11, 2011

Job Title: Director of Youth Ministry Number: _____

Reports To: Pastor

Department: Faith Formation

Full Performance Period: N/A Exemption Status: Exempt

Supervisory: Employees: No Unpaid Staff: No Volunteers: Yes Contract Workers: Yes Boards: Yes

Job Titles Supervised: Volunteer Adult Youth Leaders, Volunteer Teen Mentors, Volunteer Catechists for all Youth Ministry Programs, Contracted Program Speakers/Retreat Leaders, and volunteer members of Youth Ministry Board.

General Purpose: Responsible for developing a parish based pastoral ministry with junior high, high school and young adult youth in the faith community, including Confirmation preparation, make-up preparation for the Sacraments of Initiation and RCIA adapted for Youth. Provides for formal catechesis and invites and enables youth to serve others. Develops close communication with and mutual support from families of youth, parish community, pastoral staff and diocesan personnel.

Essential Duties and Responsibilities:

Program Development

- Forms a youth board and core teams to assist in running youth programs
- Establishes specific office hours for listening, advising, and referral of youth
- Develops Confirmation, make-up Sacraments of Initiation & RCIA adapted for Youth programs
- Reviews, selects and acquires suitable curricula/materials for formational programs that reflect the guidelines of the diocese and parish, as well as the *National Catechetical Directory*, *Renewing the Vision* and the *USCCB Conformity Listing of Catechetical Texts and Series*
- Plans, coordinates, and implements annual retreats at each program level
- Develops a relationship with parents that foster open communication between parents & youth
- Invites and assists in training youth as liturgical ministers for parish community liturgies

Recruitment and Training of Leaders

- Recruits, trains, assigns, and monitors adult team leaders, teen mentors, catechists and board
- Actively supports and promotes diocesan efforts/classes for volunteer catechist certification
- Defines the responsibilities of each volunteer position; serves as an advisor and mentor; monitor volunteers' efforts; provides for their enrichment and appreciation
- Publicizes education and support systems for volunteers, parents and students

Administration

- Develops and maintains youth ministry budget
- Maintains accurate records according to parish and diocesan policies
- Determines effective means for publicizing & promoting youth activities; maintains website
- Submits periodic reports and meets regularly with supervisor detailing activity/programs
- Initiates procedures for gathering data & evaluating all aspects of the parish's ministry to youth
- Schedules and maintains yearly calendar through appropriate staff person; oversees proper use and maintenance of facilities; supervises youth events and activities

Communication

- Attends parish staff meetings and diocesan youth ministry meetings
- Is aware of community agencies and resources that interface with youth

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.

Decision making and Supervisory Responsibility:

HIRING	R			
ASSIGNING/SCHEDULING WORK	F			
MONITORING/CONTROLLING WORK	F			
DISCIPLINE	F			
PERFORMANCE EVALUATION	F			
SALARY RECOMMENDATIONS	I			
DISMISSAL	F			
BUDGET RESPONSIBILITY	Develops and maintains youth ministry budget.			
PROPERTY RESPONSIBILITY	Responsible for security of equipment and facilities used.			
CONFIDENTIAL INFORMATION	Responsible for the security of highly confidential information.			

I indicates Input only
 R indicates responsibility for Recommending a course of action requiring one other approval
 F indicates responsibility for the Final Decision

Minimum Requirements:

Education: Bachelor's degree, preferably in Theology or related field. Be familiar with USCCB documents, *National Catechetical Directory* and *Renewing the Vision*. Have Youth Ministry Certification or B.A. degree emphasis in Youth Ministry.

Experience: 2 years of experience in Roman Catholic youth formation, preferred but not required

Other background demonstrating application of the following knowledge, skills, and abilities:

- Practicing Roman Catholic centered in the faith of the Vatican II Church
- Ability to collaborate and communicate with parents, families, parishioners, parish pastoral staff, support staff and diocesan personnel to ensure an integrated approach to youth ministry
- Ability to maintain personal and authoritative boundaries

Commitment to:

- Overall parish welfare and development, including building community
- Care of personal prayer life and spiritual development
- Openness to continued professional and theological educational and spiritual formation
- Attendance at staff meetings and applicable diocesan meetings
- Becoming an active member of the parish community

Physical Requirements of this position include:

	FREQUENCY OF REQUIRED EXPOSURE/USE		
WORK 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 MOTION		X	
OPERATING MACHINERY			
COPIER			X
TYPEWRITER	X		
TELEPHONE			X
FACSIMILE (FAX)		X	
10-KEY		X	
CALCULATOR		X	
COMPUTER			X
MOUSE			X
PRINTER			X

	FREQUENCY OF REQUIRED EXPOSURE/USE		
OTHER	SELDOM	OCCASIONAL	FREQ.
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMIN.	X		
HEARING			X
SPEECH			X
OTHER			
TRAVEL:			
LOCAL			X
NATIONAL		X	
INTERNATIONAL		X	
AVAILABILITY			
EVENINGS			X
WEEKENDS			X

MOVING EQUIPMENT AND SUPPLIES

	SELDOM	OCCASIONAL	FREQ.
LIGHT (Under 5 lbs.)			X
MODERATE (5-20 lbs.)			X
HEAVY (Over 20 lbs.)		X	

DESCRIPTION OF MOVEMENT

	SELDOM	OCCASIONAL	FREQ.
LIFT/LOWER			X
CARRY			X
PUSH/PULL		X	
REACH ABOVE			X