

## Sample Position Description

### POSITION TITLE: Coordinator of Youth Ministry

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<b>LOCATION:</b> Parish Name	<b>FLSA STATUS:</b> Exempt
<b>DEPARTMENT:</b> Youth Ministry	<b>SALARY GRADE:</b>
<b>REPORTS TO:</b> Pastor	<b>EMPLOYEE:</b> Employee Name
<b>DATE UPDATED:</b> Last date reviewed	<b>FULL TIME OR PART TIME:</b> Full time

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#### POSITION SUMMARY:

The coordinator of youth ministry (CYM) provides vision and coordination for the parish's efforts in ministry to young people from 6th through 12th grades. This includes high school and middle school sessions (weekly or bi-weekly gatherings), monthly activities, catechesis and sacramental preparation (confirmation).

#### ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

##### (other duties may be assigned)

Parish staff member--the CYM will be responsible to:

- Attend regular staff meetings
- Participate in staff planning
- Communicate to staff about youth ministry activities
- Seek staff input in planning youth ministry activities
- Be a resource person to parish staff on issues related to youth and youth ministry
- Serve as the liaison with the pastor, parish staff and the parish council

Parish Youth Ministry--the parish youth ministry program integrates adolescent catechesis into a comprehensive ministry to, with, by and for young people. The CYM's responsibilities include:

- Facilitating the Youth Leadership Team, which is responsible for planning, implementing, and evaluating a comprehensive youth ministry program
- Serving on the Youth Ministry Commission, which is an oversight group providing vision, direction, support, and advocacy for the parish ministry with youth
- Coordinating the recruitment, training, supporting, and evaluating of volunteers in the youth ministry program
- Developing a systematic and intentional plan for adolescent catechesis that utilizes a creative variety of formats, settings, and timeframes
- Providing resources (print, video, web, diocesan events) for effective programming
- Providing appropriate training for the adults and young people in leadership positions
- Coordinating the confirmation program
- Fostering the involvement of young people in the life of the parish, including serving on various parish committees and being involved in parish activities
- Coordinating the outreach to and evangelization of all young people in the parish
- Providing appropriate services and programs for parents of adolescents
- Advocating for a comprehensive vision of youth ministry, based on the 1997 USCCB document, *Renewing The Vision: A Framework for Catholic Youth Ministry*
- Serving as the liaison with the diocesan office of youth ministry and their programs, services and resources

#### OTHER OR SHARED RESPONSIBILITIES:

- Collaborate with the Liturgy Committee in the implementation and development of the youth liturgy (contemporary liturgy)
- Collaborates with other staff in planning common projects

# **Coordinator of Youth Ministry and Young Adults**

## **Job Description**

### **1. General Responsibilities**

The coordinator of youth ministry and young adults (CYM) collaborates with the Pastor to provide vision and coordination for the parish's efforts in ministry to young people from 6th through 12th grades as well as young adults. This includes high school and middle school religious education (weekly), monthly activities, RCIA adapted for teens, retreats, and service activities.

### **2. Accountability**

The coordinator is a member of the parish staff who reports directly to the pastor.

### **3. Responsibilities**

Parish staff member—the CYM will be responsible to:

- Attend regular staff meetings
- Participate in staff planning
- Communicate to staff about youth and young adult ministry activities
- Be a resource person to parish staff on issues related to youth and youth ministry
- Serve as the liaison with the pastor, parish staff and the parish council
- Be a consistent pastoral presence at Masses and parish wide events

Parish Youth Ministry--the parish youth ministry program integrates adolescent catechesis into a comprehensive ministry to, with, by and for young people. The CYM's responsibilities include:

- Coordinating Monday and Tuesday evening religious education for 6-12 grades
- Facilitating the Youth Leadership Team, which is responsible for planning, implementing, and evaluating a comprehensive youth ministry program
- Serving on the Youth Ministry Commission, which is an oversight group providing vision, direction, support, and advocacy for the parish ministry with youth
- Coordinating the recruitment, training, supporting, and evaluating of volunteers in the youth ministry program, with emphasis on catechists
- Developing a systematic and intentional plan for adolescent catechesis that utilizes a creative variety of formats, settings, and timeframes
- Providing resources (print, video, multi-parish, archdiocesan events) for effective programming
- Providing appropriate training (including the verification of compliance with VIRTUS/Child protection) for the adults and young people in leadership positions
- Coordinating the confirmation program and retreat
- Coordinating the teen participation in the Encounter program and attending Encounter

- Working with the Director of Adult Faith Formation on the RCIT and young adults' ministry
- Fostering the involvement of young people in the life of the parish, including serving on the Pastoral Council, as liturgical ministers, and being involved in parish activities
- Coordinating the outreach to and evangelization of all young people in the parish
- Providing appropriate services and programs for parents of adolescents
- Advocating for a comprehensive vision of youth ministry, based on the 1997 USCCB document, *Renewing The Vision: A Framework for Catholic Youth Ministry*
- Serving as the liaison between St. Rose and the diocesan office of youth ministry and their programs, services and resources
- Participating in the diocesan association of professional youth ministers and in any local youth ministers association

#### **4. Relationships**

- Pastor—immediate supervisor
- Parish Staff—close cooperation and communication and seek staff involvement and input when appropriate
- Parish Council—attend meetings as requested by Pastor and provide a youth ministry report
- Parish Committees—communicate and collaborate with appropriate committees, i.e., liturgy, social justice, K-5 religious education, etc.
- Youth Ministry Leadership Team—close support and involvement
- Parents and Parishioners—regular communication and seek input as appropriate
- Diocesan Offices—regular communications, adherence to diocesan policies, participation in (arch)diocesan professional organizations and diocesan association of professional youth ministers

## **JOB DESCRIPTION**

**POSITION TITLE:** Young Adult Ministry Coordinator

**REPORTS TO:** xxxxxx

**HOURS:** Part-time (20 hrs./week)

### **I. PRIMARY PURPOSE:**

The Young Adult Ministry Coordinator manages, oversees and participates in all aspects of Young Adult Formation for Post High School to 39-year old parishioners.

### **II. RESPONSIBILITIES:**

Young Adult Ministry Coordinator has responsibilities which include (but are not limited to):

- Identify, train and support parish leadership teams of young adults and volunteers who, together with existing parish commissions, will implement the four goals and seven components of young adult ministry as found in *Sons and Daughters of the Light: A Pastoral Plan for Ministry with Young Adults*
- Plans and implements the anticipate Young Adult activities which encompass a balance of spiritual/catechetical/pastoral care/social and service events
- Develops a strategic vision and ongoing outreach plan to increase the participation of the young adult in wider parish programming and leadership
- Directs the recruitment, training, evaluation, support and safe training of volunteers
- Listen and provide for the spiritual, formation, vocational, and social needs of the young adults
- Promote service opportunities through age appropriate projects within the parish and the larger community
- Coordinate fund-raising activities that support the Young Adult Ministry Program
- Creates, distributes and maintains the Young Adult Ministry Calendar, and provide input for the Young Adult Ministry website and Parish website
- Establish a consistent work schedule and defines and publishes the hours of Young Adult Ministry events and activities, and hours of operation for Young Adult Ministry Center.
- Be visible in the parish and community where young adults are present
- Participate in preparation & management of department budget
- Connect young adults in the parish to regional conferences, retreats, leadership development opportunities, and other young adult activities

The Young Adult Coordinator works collaboratively with the parish staff and parish community by:

- Upholding and supporting the vision and mission of Holy Spirit Community, as well as Holy Spirit Catechetical Plan
- Participate in all aspects of parish life through community, worship, catechesis and outreach
- Foster effective communication within and outside the parish
- Continue personal faith development and professional development through learning opportunities at parish or diocese and its Office of Youth & Young Adult Ministry
- Working closely with the Youth Ministry and Faith Formation Ministry to provide seamless support

### **III. REQUIREMENTS & SKILLS:**

#### **Required:**

- Faithfully represent the teachings of the Catholic Church with integrity in word and action
- A fully initiated and practicing Catholic at least 25 years old with 2-4 years of Young Adult or Youth Ministry experience at the parish level
- Ability to coordinate events and develop programs
- Ability to work both independently and collaboratively in a team setting and environment
- Strong organizational and communication skills;
- Proficiency in Microsoft Office (including Word, Excel, PowerPoint, Outlook, Publisher); website editing and social media management
- Valid California Driver's License
- Essential physical tasks include driving, stooping, bending, sitting on floor, set-up for special events

#### **Desired:**

- Bachelors' degree or Master's Degree in Theology, Religious Studies or related field
- National Certificate in Ministry and/or other professional training (i.e., Theology Certificate, Biblical Studies, Liturgy, Master Catechist, etc.). Will participate in ongoing education and the formation opportunities to fulfill the ministry
- Bilingual

### **IV. JOB EVALUATION:**

The Young Adult Ministry Coordinator is hired by the Pastor in collaboration with the Faith Formation Director and his appointed representatives. Salary is reviewed annually and includes a review of the job description and an evaluation of performance.

There will be a 90-day probationary period from the date of hire.

Interested applicants should submit a cover letter and resume to:

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Applications will be reviewed through email.

Archdiocese of Baltimore  
Position Title: **Coordinator of Youth Ministry**

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**STATUS:** Half-time, non-exempt  
**HOURS:** 20 Hours per week  
**START DATE:** zzzz

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**Position Summary:** The Coordinator for Youth Ministry will be directly responsible for providing the vision and coordinating the parish's efforts in ministry to young people, 9<sup>th</sup>-12<sup>th</sup> grades, and their families. This includes high school formation, social/community building, service opportunities and sacramental preparation (Confirmation). The Coordinator of Youth Ministry shall be a team player in planning and setting the vision for the r ctkj .

The Coordinator of Youth Ministry is a member of the parish staff who is accountable to the Pastor, and reports to the Pastoral Associate.

**ESSENTIAL DUTIES and RESPONSIBILITIES:**

**Parish Staff Member**

Be a resource to parish and staff on issues related to youth

- Attend monthly Staff meetings
- Participate in Staff Planning and calendaring
- Communicate to staff, and parish, about Youth ministry activities
- Provide communication about and among youth in parish (Parish events, bulletin, weekend liturgies, etc.)
- Participate in the formation of yearly Goals and Objectives
- Submit yearly budgets for both Youth Ministry and Confirmation
- Serve as parish liaison for the Archdiocesan Office of Youth and Young Adult Ministry

**Youth Ministry**

Advocate for a comprehensive vision of youth ministry building on current high school Youth Ministry program

- Serve as resource and Staff contact to young people and their parents
- Coordinate the outreach to and evangelization of all young people in the parish
- Develop a systematic and intentional plan for ongoing formation that utilizes a creative variety of formats, settings and timeframes
- Foster involvement of young people in the life of the parish, including serving on parish committees and in liturgical ministry

- Plan, coordinate and implement overnight retreats, Youth Masses, evenings for prayer and reflection, etc.
- Communicate and collaborate with appropriate committees, i.e., liturgy, outreach & advocacy, faith formation, etc.
- Regularly communicate with parents and parishioners and seek their input as appropriate
- Coordinate the recruitment, training, supporting and evaluating of volunteers in youth ministry program
- Maintain necessary office and program records
- Serve as liaison between parish and Youth and Young Adult Ministry

## **Peer Ministry**

Provide opportunities to form youth leaders

- Recruit and train a Peer Ministry team of confirmed high school youth to assist with Confirmation 2018
- Mentor a Core Team of Youth leaders to help plan vision and direct youth events
- Hold periodic Training for teen leaders
- Develop adult leadership to work with the young people in Peer Ministry

## **Confirmation**

Assist Confirmation team in Confirmation process. Including but not limited to:

- Attending Team meetings
- Training Peer Ministry and Adult Leadership
- Facilitating yearly parent and candidate information meetings
- Assisting at Sunday sessions & overnight retreat
- Organizing Confirmation Practice and Liturgy with Pastor and Music Minister
- Fostering communication among team, parents, sponsors and candidates
- Organizing Service experiences
- Leading yearly evaluation of program

## **Job Requirements:**

- Practicing Catholic able to participate in the sacraments of the Church
- Bachelor's degree in Religious Education or Theology, or certification in Youth Ministry with a background in theology and educational methodologies and a willingness to seek degree
- Experience in speaking in front of a group of parents; teens, or peers
- Good communication skills; proficiency using technology and Social Media
- Proficient in using the computer including Word, Excel, Publisher, Adobe, etc.
- Minimum of three years Youth Ministry experience in a Catholic parish
- Ability to be present in the parish office at least once a week

Interested applicants should submit cover letter and resume to zzzz0 \_\_\_\_\_

## **JOB DESCRIPTION**

### **Coordinator of Yong Adult & Youth Ministry**

**Position Title:** Full Time Young Adult Coordinator (60%) and Youth Ministry Coordinator (40%). Young Adults, Ages 19-39; High School Grades 9-12; Middle School, Grades 6, 7 & 8. Emphasis of this position is Young Adult Ministry.

**Position Class/Tenure/Labor Standards:** Professional/Permanent/Exempt

**Reports to:** Director of Faith Formation

**Position Schedule:** Full Time. Varied, requires evening and weekend hours. Parish office must be notified of weekly office schedule.

**Position Summary:** Responsible for developing a parish based pastoral ministry with young adults (ages 18-39), high school youth (grades 9-12), and middle school youth (grades 6, 7 & 8). Invite and enable all young adults (married and single) and youth to serve others as they grow in their faith. Provide for middle and high school formal catechesis. Develop close communication with and mutual support from families of youth and collaborate with other community and parish youth organizations. Review parish mission statement, which sets the path for this ministry position.

**Salary and Benefits:** xxxxx

#### **Position Responsibilities:**

1. Establish individual relationships with young adults, high school and middle school youth of the parish. Provide formal catechesis and spiritual growth and enrichment for teen faith development.
2. Guide the young adults and youth to full, conscious, and active participation in the parish through weekend liturgies, ministry, service and outreach, and living the gospel.
3. Present a written pastoral plan no later than November 1 for young adult and youth ministry events and activities for the year including goals, objectives and strategies.
4. Formulate Core Team(s) for young adult and youth ministry programs. Be a liaison to the Parish Faith Life Commission.
5. Conduct as required by the Diocese of Fargo background checks, video acknowledgement and code of conduct on all volunteers before the young adult or youth ministry actual event and activities begins.
6. Recruit and train small group leaders to facilitate small discussion groups for young adults and youth.



7. Plan and coordinate educational experiences for young adults and youth through discussions, speakers, peer ministry, small faith sharing groups, and service opportunities.
8. Coordinate off-campus faith and fun events for young adults and youth ministry.
9. Vision, develop and implement three seasonal sacramental retreats for parish children (Grades 1-5) and cultivate a Senior High Peer Ministry Team, which would offer a yearly faith retreat for the children. Provide a Vacation Bible School session.
10. Help recruit youth for the Senior High Choir and work closely with the Youth Choir Director in developing a strong youth music ministry.
11. Engage youth to take ownership of their parish by inviting them to participate in the liturgy as ushers, greeters, hospitality ministers, altar servers, etc...
12. Plan, fundraise and coordinate, educate and participate in a youth ministry mission trip as approved.
13. Organize a parish summer softball team, order t-shirts and recruit coaches as approved.
14. Communicate young adult and youth ministry activities to the parish through written communications and parish website, Electronic Voice, Parish Newsletter Voice, Nativity News, etc. Attend weekly parish staff meetings.
15. Assist in coordinating and planning young adult and youth ministry fund raising events.
16. Further professional and personal growth by participating in workshops and seminars in young adult ministry and youth ministry.
17. Take part in diocesan young adult and youth ministry meetings representing the parish community.
18. Offer young adults and youth the opportunity to participate in diocesan, national and international events and experiences as approved.

**Education/Qualifications:**

1. Experience with and knowledge of Catholic theology.
2. Bachelor's degree required.
3. A strong musical background is preferred.
4. Provide a CPR certificate, and or receive training by November 1.
5. Excellent communication and organizational skills.
6. Able to prepare a budget and oversee its implementation.
7. Able to organize, prioritize, use technology and communicate by e-mail and other electronic formats. Be open to the parish web page design for the ministry area of young adult and youth ministry
8. Position requires being an active member and participation in the parish