

**Saint Clare Catholic Church
1950 Junction Blvd
Roseville, California 95747**

POSITION: Coordinator of Youth Ministry

CATEGORY: Non-Exempt **RANGE:** Full Time- 40 hours a week

REPORTS TO: Pastor and Parish Director

SUPERVISOR: Parish Director

JOB SUMMARY: The Coordinator of Youth Ministry is responsible for the development and coordination of programs that serve middle school students, high school students and their families by helping them to develop into mature people, connecting them to Jesus Christ, engaging and involving them in the life of the parish, and encouraging them to be active, practicing Catholics that share their faith at home, at school, in their workplaces, and in the community. The Coordinator recruits a large team of volunteers by being present and active in the parish (*especially before and after weekend masses*), collaborating with all parish ministries to advocate for the inclusion and participation of young people and their families, and by maintaining a good relationship with staff, ministry leaders and clergy. The Coordinator also coordinates sacramental preparation for youth and collaborates with community organizations that serve youth and their families.

Program Development:

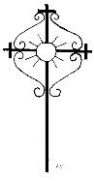
- Recruitment of a large group of adult volunteers (minimum of 15) to enrich youth program.
- Develops leadership skills and inspire youth to find their passion and talents.
- Develops a strategic vision and ongoing outreach plan to increase the participation of all youth of all language or cultural group.
- Available for one on one meetings for listening, spiritual guidance and referral.
- Plans, coordinates and implements weekend retreats and evenings of prayer reflection.
- Close collaboration with Elementary Faith Formation, Liturgy, Social Concerns, and other ministries with a goal of increasing inclusion and participation of youth in ALL aspects of parish life.

Recruitment and Training of Leaders:

- Recruits, trains, assigns and evaluates the youth leaders and adult volunteers. Coordinates participation in diocesan sponsored training programs.
- Serves as an advisor, support and encourage youth leaders to find talents and gain confidence to get involved with parish and community services.
- Monitors the efforts of volunteer leaders and evaluates progress.
- Makes special efforts to gain the endorsement, trust, support and involvement of all adults, specially parents and parish organizations.
- Connect youth in the parish to retreats, leadership development opportunities and other youth activities.
- Publicizes and offers education programs and support systems for volunteer leaders.

Communication/Collaboration

- Regularly present before and after weekend masses and makes monthly report of youth ministry activities at the announcement time at all the masses.
- Keeps the parish faith community informed of the youth ministry activities and goals.
- Advises, communicates and cooperates with other parish, diocesan, and community organizations.
- Works with youth ministry team on goals and programmatic ideas for meeting needs.
- Is aware of community agencies and resources which interface with youth.



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- Participates in parish governing structures to insure greater participation of youth in parish life and to facilitate communication and decision-making
- Supervises and coordinates scheduling of youth events and activities
- Sets annual goals and objectives for each Junior/Senior High program.
- Collaborate with parish staff and clergy in planning of liturgies for the liturgical year.

Catechetical

- Ensure all catechetical materials are approved by Diocese, Pastor, and Parish Director.
- Oversee the scheduling of all faith formation sessions, parent sessions, rehearsals, retreats, and seasonal activities to avoid conflicts with other parish/ministries schedules.
- Develop and implement parent catechetical sessions.
- Develop and oversee preparation for the sacrament of Confirmation
- Coordinate a comprehensive program for Middle High and High School Youth Ministry
- Catechize families (children and parents) to increase continued involvement in programs after reception of sacraments
- Coordinate, run, and evaluate annual Vacation Bible School week(s) utilizing youth and adult volunteer as leaders.

Administrative

- Prepare and monitor an annual budget in consultation with the parish administration in coordination with Coordinator of K-5th grade Faith Formation.
- Collaborate with team maintaining all data in the Parishsoft program for 6-12th grade students enrolled in programs.
- Initiates ways of gathering data on the needs, interests, attitudes, and beliefs of youth and young adults.
- Plans, organizes, and implements programs/experiences which provide a holistic approach in meeting and needs/interests of youth and young adults.
- Provides opportunities for youth to hear and respond to the Gospel message.
- Assists in the preparation of para-liturgical and liturgical celebrations for youth.
- Submits periodic reports to the pastor detailing programs in youth ministry.
- Initiates procedures for evaluating all aspects of the parish's ministry to youth
- Maintain current records on all volunteer ministers including training and required screening.
- Review and publish schedules for faith formation programs.
- Develop and follow a 1, 3 and 5 year plan for youth ministry
- Participates in at least four Diocesan/Regional on-going formation opportunities per year
- Other duties as assigned by Pastor of Parish Director.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree in related field. Familiarity with the USCCB document "Renewing the Vision: A Framework for Catholic Youth Minister." and Pope Francis' *Christus Vivat*.

Experience: Three to five years of Youth Ministry experience in a Catholic parish; proven ability to work in collaboration with others delegating and supervising tasks.

Skills / Knowledge:



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Must be proficient in using Microsoft Word and Excel; good organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; practicing Catholic with knowledge and understanding of the Catholic Church in general; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise. Able to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload while meeting deadlines. Ability to create and inspire young leaders back into the church.