

## Diocese of Sacramento JOB DESCRIPTION

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| <b>PARISH:</b> St. Rose of Lima                           | <b>POSITION STATUS:</b> F/T |
| <b>POSITION:</b> Youth Ministry Coordinator               | <b>SCHEDULE:</b> As Needed  |
| <b>CATEGORY:</b> Non-Exempt, Full Time, 40 Hours per Week |                             |

### **SUPERVISOR:**

**JOB SUMMARY:** The Youth Ministry Coordinator is responsible for the development and coordination of programs that serve middle school students, high school students and young adults 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 YMC coordinates sacramental preparation for youth and young adults and collaborates with community organizations that serve youth and their families.

**ESSENTIAL FUNCTIONS:** The Youth Minister Coordinator provides ministry support to the pastor and parish community.

### **Program Development:**

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

### **2. Recruitment and Training of Leaders:**

- Recruits, trains, assigns and evaluates the youth leaders. 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 young adults in the parish to retreats, leadership development opportunities and other youth and young adult activities.
- Publicizes and offers education programs and support systems for volunteer leaders.

### 3. Administration:

- 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.
- Submits annual financial report and budget, administers budget throughout the year.
- Maintains necessary office and program records, including a log of activities and time.
- Determines effective means for publicizing and promoting programs, experiences.
- 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.

### 4. Communication:

- 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.
- 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.
- Keeps informed through attendance at diocesan, regional and national conferences, regular reading and membership in youth associations.
- Is aware of community agencies and resources which interface with youth.
- Sets annual goals and objectives for each Junior/Senior High program as requested.

### 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:** 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.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

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DATE