

# Diocese of Sacramento

## JOB DESCRIPTION

**POSITION:** Coordinator of Youth Ministry, City of Elk Grove

**CATEGORY:** Full-Time, Exempt

**SUPERVISOR:** Director of Youth Ministry, Good Shepherd Parish, Elk Grove

**JOB SUMMARY:** The Coordinator of Youth Ministry supports the mission of the Elk Grove Youth Ministry (Good Shepherd, St. Maria Goretti & St. Joseph Parishes) under the direction of the Director of Youth Ministry Director to recruit, train, empower and inspire teams of paid and unpaid youth ministers at Good Shepherd, St. Joseph, & Maria Goretti Parishes in Elk Grove, to make young disciples of Jesus Christ, by providing comprehensive ministry to youth age 11-17 with the goal improving parish participation of youth, and fostering vocational discernment. Job requires weekend and evening work. Sunday is a full regular weekday.

### ESSENTIAL FUNCTIONS:

- **Leadership Development / Vocational Discernment**
  - Provide on-going orientation, training, support and resources to paid youth ministers
  - Provide on-going orientation, training, support and resources to volunteer youth ministers
  - Provide monthly training, planning and support gathering for all youth ministry leaders.
  - Close collaboration with vocations promotion
  - Collaborate with priests and religious communities to promote vocations and increase interaction between teens and clergy, seminarians, women in formation, and religious.
- **Program Development**
  - Develop a variety of youth group gatherings at each parish with programming offered several times per week and publish a monthly calendar of Catholic youth events for the City of Elk Grove
  - Provide quarterly outreach event to all teens in the city of Elk Grove
  - Care is taken to provide all Eight components of youth & young adult ministry: Evangelization, Catechesis, Pastoral Care, Leadership Development, Service, Community Life, Advocacy, Prayer & Worship
  - Offer programs in a multitude of settings-small groups, large groups, family activities, intergenerational, intercultural, parish-wide, both gathered and non-gathered
- **Connecting with Local Communities**
  - Advocate for youth each month by engaging with the civic community to identify youth issues and working with parishes in addressing these issues.
- **Collaborating with existing Ministries, Parish & Diocesan Staff, Councils, and Parents**
  - Collaborate and communicate with existing staff and volunteer ministry leaders.
  - Collaborate regularly with Elizabeth Ann Seton Catholic School & Local Catholic & Public High Schools
  - Advocate for the inclusion and welcoming of youth in all parish ministries in Elk Grove
  - Presence at Sundays after masses on rotating basis.
  - Provide five scheduled office hours each week at all three parishes and three hours at the mission.
  - Meet monthly with Diocesan Regional Coordinator for Youth & Young Adult Ministry.
  - Offer parent formation at least four times per year in collaboration with parish formation staff.
  - Meet monthly with Youth Ministry Board and parish staff teams
  - Provide a quarterly report to priest deanery meeting.
  - Provide an annual report to each parish pastoral council
  - Partner with parents and families of youth
  - Establish an active presence for the ministry on Instagram, Facebook and the web.
  - Use digital tools to spread the word to teens and their families via Direct Message, text, etc.

### QUALIFICATIONS:

- 5 years' experience in youth ministry
- BA in Pastoral Ministry or Related Field (MA preferred)
- Bilingual English & Spanish preferred, but not required

