

Diocese of Sacramento

Job Description

PARISH: Holy Spirit Parish

POSITION STATUS: Full Time

POSITION: CFF Coordinator/Youth Minister

SCHEDULE: M-F some nights and

CATEGORY: Non-Exempt

PAY RANGE: \$50,000-\$55,000

SUPERVISORS: Pastor

JOB SUMMARY: Coordinates Religious Education and Sacramental Preparation for the parish including the HSPPS. Develops and maintains a youth ministry program. Develops and forms an outreach to the young adults in the parish.

ESSENTIAL FUNCTIONS: Maintains programs which meet the needs of the youth in the parish, both school and CFF students under the guidance of the Pastor and Parish Manager.

CFF PROGRAM

1. Responsible for scheduling catechetical staff, maintaining and communicating lists of volunteers, and submitting schedules of church activities for inclusion in the Master Calendar.
2. Schedules and adjusts program components including but not limited to: location for program, class times, and materials needed.
3. Supervise volunteers as needed for parish projects and liturgical activities approved by and under the supervision of the Pastor and Parish Manager.
4. Responsible for coordination of special liturgical celebrations
5. Ensures all baptismal and other sacramental certificates are collected at the beginning of each new for all new students
6. Accurately and neatly records sacraments received in the appropriate sacramental register.
7. Ensures that all teachers and aides are following the pastor-approved curriculum.
8. Ensures all teacher, aids and parent chaperones are fingerprinted and have completed Safe Haven training before volunteering.
9. Other duties as required.

YOUTH MINISTRY

1. Provides opportunities for youth to hear and respond to the Gospel message.

2. Creates and develops Core Group and provides for its enrichment. The core group/ministry team will assist in coming up with goals and ideas for the program.
3. Facilitates a regular meeting with the youth.
4. Develops leadership skills among youth and young adults.
5. Develops a network for reaching out to youth.
6. Maintains a ministry of presence among the youth.
7. Plans, coordinates and implements occasional weekend retreats and evenings of prayer.
8. Coordinates participation in regional, diocesan, and national activities.
9. Maintains necessary records of activities in youth ministry.
10. Other duties as required.

MINIMUM QUALIFICATIONS

High school graduate with some college credits completed. Familiarity with the USCCB document “Renewing the Vision: A Framework for Catholic Youth Ministry.”

EXPERIENCE

One to three 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; 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.

Employee Name

Date

Parish Manager, supervisor

Date

Pastor

Date