

Position Title Director of Youth Ministry	Supervisor Pastor	Classification Ministerial
Employee	Date	Supervisor
		Date

**General Description**

In conjunction with the pastor, the parish staff and adult volunteers, coordinates the parish’s comprehensive youth ministry program for youth grades 6-12. The primary objective is to foster the total personal and spiritual growth of young people and to empower them to live as disciples of Jesus Christ, drawing young people into the life, work and mission of the faith community. This ministry is based upon the principles contained in **Renewing the Vision: A Framework for Catholic Youth Ministry**.

**Job Responsibilities**

**Program Development**

- Evaluates, develops, and oversees the implementation of the middle and high school faith formation program to include catechesis, community life, evangelization, justice and service, leadership development, and prayer and worship
- Develops a systematic and intentional plan for adolescent faith formation that utilizes a creative variety of formats, settings, and timeframes which respond to the developmental, social, and cultural needs of youth
- Provides a variety of resources (print, video, deanery and diocesan events) for effective youth formation
- Facilitates the development of community among young people, their families, and their parish; facilitates youth involvement in all areas of parish ministry
- Develops an intentional outreach to uninvolved youth
- Provides youth with opportunities for Christian service that fosters justice and peace formation
- Supervises and guides youth leadership team
- With appropriate ministry leaders, coordinates quality prayer and liturgical celebrations for youth
- Coordinates a program of parish and diocesan retreats

**Recruitment & Training of Youth Ministry Volunteer Team**

- Utilizes volunteers for youth formation, small groups, social events, retreats, fundraising, advertising, etc.
- Recruits, trains, supervises, supports and evaluates adult volunteers in the Youth Ministry program

**Advocacy**

- Serves as a resource for listening, advising, and referral. Establishes networks for counseling and referral
- Provides occasional parent gatherings to assist parents in their role of fostering their child’s faith development

- Interprets the needs of youth to the pastoral team and the parish
- Is an occasional presence at student activities (sporting events, school concerts, school theater performances, etc.)

***Administration & Communication***

- Responsible for administrative duties of the youth ministry program including: setting goals, budgeting, maintaining appropriate records, publicizing and promoting youth programs, scheduling of youth events, coordinating and communicating with parish, diocesan and deanery organizations.

***Qualifications***

- Roman Catholic in good standing in the Church; strong commitment to the Catholic faith and relationship with God
- Bachelors degree is desirable
- Prior youth ministry experience or experience working with youth is desirable
- Fully compliant with Diocesan policies and with safe environment/child protection requirements
- Basic computer skills including Microsoft Office, e-mail, and internet usage
- Effective written and oral communication skills
- Excellent interpersonal and leadership skills
- The ability to work independently and as part of a team; coordinate the work of others