

## **JOB DESCRIPTION FOR YOUTH MINISTER AND CONFIRMATION COORDINATOR**

**TITLE:** Part-time Coordinator of Youth Ministry & Confirmation

**PURPOSE:** To initiate a wholistic Youth Ministry in the parish. The position involves the recruitment, training and supervision of a parish youth ministry team. The position will also be responsible for providing the high school Religious Education Program and Confirmation Program.

**RESPONSIBLE TO:** The pastor will supervise and evaluate the Coordinator of Youth Ministry/Confirmation. The CYM will also be a member of the parish staff and make a report to the Parish Staff and Parish Pastoral Council.

### **YOUTH MINISTER MAJOR RESPONSIBILITIES:**

#### **A. Recruitment and Training of Leaders**

- Collaborate with the pastor in the recruitment, training, assignment and evaluation of the youth ministry leaders. Assist in coordinating their participation in diocesan sponsored training programs.
- Serve as an advisor and support to youth leaders.
- Monitor the efforts of volunteer leaders and evaluate progress on an on-going basis.
- Make special efforts to gain the endorsement, support and involvement of adults, especially parents and parish organizations.
- Define the responsibilities of each adult leader/advisor.
- Publicize and offer education programs and support systems for volunteer leaders which will make them aware of the opportunities open to them in youth ministry.
- Make sure all volunteers are trained and certified in Virtus.

#### **B. Program Development and Administration**

- Initiate ways of gathering data on the needs, interests, attitudes and beliefs of youth.
- Undertake a process for the planning, organization and implementation of programs / experiences which provide a wholistic approach in meeting the need / interests of youth.
- Supervise and coordinate the Confirmation program, preparing the youth for the Sacrament of Confirmation.
- Submit an annual financial report and budget to the Pastor. Administer budget spending throughout the year.
- Maintain necessary office and program records.
- Determine effective means for publicizing and promoting programs and activities among youth in the parish.
- Provide opportunities and situations in which youth can hear and respond to the gospel message through effective adolescent evangelization and catechesis. (E.g. overnight retreats, service trips, conferences, rallies, religious education).
- Assist in the preparation of para-liturgical for youth and liturgical celebrations for youth, with the parish community.
- Attend all parish staff meetings. Submit periodic report to the pastor detailing programs in youth ministry.
- Initiate procedures for evaluation all aspects of the parish's ministry to youth: goals, components and settings according to "Renewing the Vision", published by the United State Catholic Conference of Bishops. (See Appendix #2 for eight components of youth ministry which come from "Renewing the Vision").

### **C. Serve As A Liaison**

- Keep the parish faith community informed of the youth ministry program (i.e. programs, activities, goals and experiences).
- Advise, communicate, coordinate and cooperate with other parish and diocesan organizations.
- Work with the youth ministry team as to the goals and programmatic ideas for meeting youth needs.
- Supervise and coordinate scheduling of events, places, dates, etc. of youth activities.
- Keep informed of developments directed toward improving youth ministry through attendance at diocesan, regional and national conferences, regular reading and updating through current books and professional journals, and membership in youth ministry associations.
- Be aware of community agencies providing youth services.
- Be the liaison to both Clio High School and Powers Catholic High School.

## D. Relational Ministry With Youth And Their Families

- Be visible, available and accessible to youth and parents.
- Provide outreach ministry to schools and other places youth congregate.
- Develop a network of reaching out to youth, particularly those who are alienated.
- Have Youth Room open regularly as a place where parish youth can gather.

### KNOWLEDGE, SKILLS, AND ABILITIES

Education and Formation: Strongly desired the person is formed according to the document *CoWorkers in the Vineyard of the Lord*, USCCB 2005. Also, it is beneficial if one has a bachelor's degree or equivalent in theology or a related educational field and/or a certificate in ministry or theology from a Catholic institution of higher learning.

Experience: Minimum of two years of experience as a catechist or involvement in other parish ministry required. Must have stayed current on trends in catechetical ministry.

Require: Must be a practicing Catholic active in his/her parish. Must have a valid driver's license. Must pass background check and attend Virtus Child and Youth Protection Training.

Physical Demands: While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, and bending when coordinating various educational programs and presentations. Employee is expected to work onsite. Some travel is required throughout the school year. Weekend work is required.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.