

COORDINATOR OF YOUTH MINISTRY

Job Description

1. General Responsibilities

The Coordinator of Youth collaborates with the Director of Religious Education to provide vision and coordination for the parish's efforts in ministry to young people from middle school through 12th grades, and works with the Coordinator of Young Adult Ministry to provide support and ministry back-up. This includes high school religious education (weekly), monthly activities, OCIA adapted for teens, Confirmation, retreats, and service activities, as well as working with the CRE K-8 to connect with the middle school youth.

2. Accountability

The coordinator is a member of the parish staff who is supervised by the Director of Religious Education and is managed by the Church Administrator.

3. Responsibilities

Parish staff member – the CYM will be responsible to:

- Attend regular staff meetings
- Participate in staff planning
- Communicate to staff about youth ministry activities
- Be a resource person to parish staff on issues related to youth and youth ministry
- Serve as the liaison with the pastor, parish staff, and parish council
- Be a consistent pastoral presence at Masses and parish wide events

Parish Youth Ministry – the parish youth ministry program integrates adolescent catechesis into a comprehensive ministry to, with, by and for young people. The Responsibilities include:

- Coordinating with the CRE K-8 for the transition of middle schoolers into the youth program
- Coordinating Tuesday evening religious education/catechesis for 9-12 grades
- Facilitating the Youth Leadership Team, which is responsible for planning, implementing and evaluating a comprehensive youth ministry program
- Coordinating the recruitment, training, supporting and evaluating of volunteers in the youth ministry program, with emphasis on catechists, while encouraging growth and development of a "D" team youth leadership program

- Developing a systematic and intentional plan for adolescent catechesis that utilizes a creative variety of formats, setting and timeframes
- Providing appropriate training (including the verification of compliance with VIRTUS/Child protection and background screenings) for the adults and young people in leadership positions
- Coordinating the Confirmation program and retreat
- Coordinating the teen participation in REV/Steubenville/Work Camp program and attending
- Working with the Director of Adult Faith Formation on the OCIA for teens and young adults' ministry
- Fostering the involvement of young people in the life of the parish, including serving on the Pastoral Council, as liturgical ministers and being involved in parish activities
- Coordinating the outreach to and evangelization of all young people in the parish
- Providing appropriate services and programs for parents of adolescents
- Advocating for a comprehensive vision of youth ministry, based on the 1997 USCCB document, *Renewing the Vision: A Framework for Catholic Youth Ministry*
- Serving as the liaison with the diocesan office of youth ministry and their programs, services and resources
- Collaborating with the Coordinator for Young Adult Ministry and providing back-up and support for Young Adult activities when necessary.

HOURS: Part Time (20 hours per week)

Contact Sr. Emily for information on how to apply at SrEmily@StGregorysVa.org