

# Coordinator of Youth Ministry Job Description

Saint Patrick Church  
Victor, New York

**Purpose:** The Coordinator of Youth Ministry, a part-time position, 10-15 hours per week, is responsible for a comprehensive Parish Youth Ministry under the supervision of the Director of Christian Formation. The program consists of a wide variety of components: catechesis, evangelization, social action, community life, spirituality, liturgy, guidance, stewardship, and advocacy. The Coordinator develops and supervises volunteer teams including parents, young adult helpers, and teen leaders. This position has the potential for full-time hours, 35 hours per week, for the right candidate willing to develop and grow the youth ministry program.

## **Duties for the Coordinator of Youth Ministry:**

1. Collaborates with the director of Christian Formation and other staff in implementing the catechetical and evangelical mission of the parish for the youth. This is accomplished by participating in the comprehensive planning, implementation and evaluation of parish goals and objectives, with specific focus on junior and senior high students. Also participates and cooperates in inter-parish planning and collaboration efforts.
2. Assures the development of activities for teens that foster spiritual formation. This should include, but not be limited to, prayer, liturgy, socials, recreation, outreach programs, retreats and community service opportunities for youth ministry.
3. Assures on-going faith development opportunities with youth, by promoting active and conscious participation in the sacramental life of the church, particularly at the Sunday 5 PM Mass (i.e. as lectors, ushers, etc), and celebration of the Sacrament of Reconciliation, as well as Catholic devotions.
4. Assures direct ministerial outreach to parish youth by coordinating and participating in activities such as Service Sundays, One Bread One Cup Conference, Summer YPWC, parish social ministry events, retreats, etc.
5. Coordinates with the Director of Christian Formation to assure the annual budget for youth ministry is prepared and submitted in a timely manner. Assists with the monthly monitoring of income and expenses as requested. Assures the development and maintenance of accurate and confidential record-keeping systems.
6. Maintains a level of knowledge and skills required for this ministry, including youth ministry certification. This is accomplished by regular updating, through reading, and participation at workshops, conventions, etc. Also participates in local, regional, and national professional organizations, as approved and as appropriate, including deanery meetings.
7. Be a qualified trainer for CASE training and ensure that all volunteers have a Criminal Record Check, signed the Code of Conduct and have gone through the CASE training.

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8. Serves other responsibilities as assigned to include Confirmation preparation as this position moves toward full-time.

**Necessary qualifications:**

- 1) Active Catholic who is in good-standing with the Church
  - a) Shows a clear, consistent, exemplary commitment to Jesus Christ and His Gospel message, combined with a willingness to grow and mature in that relationship
  - b) Personal convictions should include: a clear love and commitment to the life and ministry of the Church
- 2) Undergraduate degree (B.S. or B.A.) in Catholic theology or corresponding certification.
- 3) Candidate will be expected to participate in at least one professional development opportunity per year (cost covered by parish)
- 4) Must have a passion and commitment to working with youth
- 5) At least 3 years of ministry experience either as a staff person or dedicated volunteer
- 6) Candidate's gifts should include: servant leadership, relational communication (oral and written), and competency of working with social networking sites and websites

Name and Signature: \_\_\_\_\_

Date: \_\_\_\_\_