

## **POSITION DESCRIPTION**

### **Director of Youth Ministry and Confirmation Coordinator**

**Reports to:** Pastor

**Classification:** Full-time (40+ hours); Exempt Ministerial

#### **General Description**

Responsible for coordinating preparation for the Sacrament of Confirmation and leading a parish based pastoral ministry with junior and senior high school youth. Reaches out to all youth in the community, provides for formal catechesis, invites, and enables youth to serve others. Works to foster the total personal and spiritual growth of each young person. Seeks to draw young people to responsible participation in the life, mission, and work of the faith community. Develops close communication with and mutual support from families of youth and collaborates with other community and parish organizations.

#### **Program objectives**

The St. Mary's Parish youth program has the following objectives. To:

- Enable young people to hear the good news of Jesus Christ
- Connect young people with the life of the parish community and to make them more visible in parish life
- Connect young people with caring, believing adult role models
- Provide young people with service opportunities
- Involve young people in prayer and worship
- Enable our young people to become happy, healthy, and holy adults

#### **Position Responsibilities (This list is not exhaustive)**

##### **A. Program Development**

- Assembles and develops a core group and provides for its enrichment
- Directs 7<sup>th</sup>-12<sup>th</sup> grade catechetical program, including 8<sup>th</sup> grade Confirmation program
- Develops a network for reaching out to youth
- Is available for listening, advising and referral
- Plans, coordinates, and implements retreats, evenings of reflection
- Organizes and leads a yearly mission trip to put service into action
- Coordinates summer opportunities for growth, including attending the Steubenville Youth Conferences
- Provides opportunities for youth to hear and respond to the Gospel message
- Assists in the preparation of liturgical celebrations for youth

B. Recruitment and Training of Leaders

- Recruits, provides training opportunities, assigns, and evaluates youth leaders and catechists
- Serves as an advisor and support to youth leaders and catechists
- Monitors leaders and catechists and evaluates progress
- Defines the responsibilities of each youth leader and catechist
- Publicizes and offers education programs for leaders and catechists

C. Administration

- Gathers data on the needs, interests, attitudes and beliefs of youth
- Submits annual financial report and budget; administers budget
- Maintains office and program records
- Publicizes and promotes programs
- Coordinates outreach to local public and Catholic high schools
- Establishes procedures for evaluating parish's youth ministry

D. Communication

- Keeps the parish community informed of youth ministry activities
- Regularly updates and engages the youth through parish-based social media
- Participates in monthly parish staff meetings
- Communicates with other parish and diocesan organizations as needed
- Attends diocesan workshops, keeps membership in professional associations, stays current in field through reading and research
- Is aware of community agencies and resources available to youth
- Sets annual goals for Junior and Senior High programs

**Necessary Qualifications**

- Active member of a Roman Catholic parish faith community
- Bachelor's degree in a related field
- Diocesan Catechist Certification (or higher)
- Youth Ministry experience in a Catholic parish