



Job Responsibilities & Expectations

Job Title Director of Youth Ministry	Reports To Pastoral Associate	Classification Exempt
Approved By Diocesan HR Director	Approved Date 08.06.2019	Annual Review Date New

Job Purpose:

The Director of Youth Ministry is a member of the parish staff who provides primary leadership for the design and implementation of parish ministry to its youth.

Responsibilities & Expectations:

- Plan, develop and implement a schedule of social opportunities for the youth of the parish to form community identify and establish peer relationships within the parish community.
- Plan, develop and implement a schedule of service activities for the youth of the parish in order to develop their sense of responsibility to and awareness of the needs of the parish community and the Diocesan church community and the larger social community.
- Keep youth and parents informed of Diocesan programs, social, service and retreat opportunities through distribution of a calendar of scheduled activities and promote such within the Parish.
- Recruit adult youth leaders to maintain adequate supervision and provide for safety at all times.
- Planning, develop and implement varied youth ministry programs for parish youth.
- Where appropriate, refer youth and parents to suitable updated reading and resource materials for youth spiritual and catechetical information and enrichment.
- Determines appropriate curriculum for High School and Middle School age youth. Assures proper balance among components as outlined in Renewing the Vision Document, i.e. catechesis, prayer and worship, social issues and services, guidance and healing and community building.
- Discerns emerging youth ministry needs; develops modifications and enhancements to meet needs as they develop.
- Works closely with the Director of Religious Education to maintain current catechist and youth ministry Diocesan certification and attend formation programs when appropriate to the Ministry.
- Maintain current records on all youth participating in youth ministry programs and all adult leaders insuring permission slips and all appropriate forms for gathered programs when off campus. Insures all adult leaders are in compliance with Diocesan Safe Environment policy
- Manage youth ministry budget as provided by the Parish.
- Assist the Director of Development in the organization and supervision of suitable fundraising activities for youth ministry.
- Provide supervisor with quarterly and annual program activity reports and evaluations.
- Recruit Youth for active participation in the Life of the Parish

Job Responsibilities & Expectations

Qualifications:

- Active member of the Roman Catholic Church with the knowledge and ability to share the Catholic faith.
- Bachelor and/or Master of Arts in Theology [from a Catholic Institution] preferred
- Paraprofessional helping/counseling listening skills, crisis intervention and referral skills, group processing and facilitation skills.
- Organizational skills, including time management, delegation, planning and budgeting.
- Ability to design and implement a variety of youth oriented programs.
- Ability to work with parents and children of all ages.
- 3-5 years' experience in parish youth ministry.
- English/Spanish bilingual preferred.
- Certification in Youth Ministry preferred.
- Knowledge of adolescent/pre-teen spiritual/personal development, youth cultures and sociology.

*This job description is subject to change at any time.