



St. Michael Parish
Since 1878

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Job Description: Youth Minister

Position Overview:

The Youth Minister with direction from the Religious Education Coordinator / DRE, is responsible for providing Christian formation, Confirmation Sacramental Preparation to youth of the parish in Middle and High School (grades 6-12) and providing a parish based pastoral ministry with youth (grades 6-12) working with the Lifeteen/EDGE model. The Youth Minister successfully manages the confirmation sacramental preparation and youth ministry curriculum through the implementation of programs that support the teachings of the Roman Catholic Church, supervises volunteers, recruit's catechists, plans and leads meetings, schedules classes and facilities, orders materials and books, and in general, carries out program organizational details and encourages opportunities for involvement in parish life.

Within this brief description, the Youth Minister is responsible for the following:

Essential Job Functions:

- Relational Ministry
 - Makes outreach and Discipleship to youth a priority incorporating the Lifeteen/EDGE Model
 - Creates opportunities to interact with youth and parents in small groups and/or one-to-one basis
 - Models Catholic lifestyle
- Volunteer Management
 - Recruits, trains, supervise and evaluates volunteers for all levels of involvement in Confirmation Sacramental Preparation and Youth Ministry
 - Ensures Safe Environment compliance to Diocesan guidelines for all volunteers in the program
 - Directs spiritual development of volunteers
 - Coordinates participation in diocesan-sponsored training programs and events
 - Serves as an advisor and support to youth/adult leaders
 - Facilitates meetings as necessary with ministry volunteers, catechists and parents
- Communication
 - Responsible for various communication forms (mail, email, website, phone, social media)
 - Develops close communication with and mutual support from families of youth and the youth in the programs
 - Integrates and complements activities of the parish community into all Youth programs
- Curriculum Development
 - Incorporates a wide variety of components into the Confirmation Sacramental Preparation and Youth Ministry programs: evangelization, catechesis, social action, community building, spirituality, liturgy, guidance, enablement and advocacy
 - Ensures that all curricula for Confirmation Sacramental Preparation and Youth Ministry programs support the teachings of the Roman Catholic Church and the Parish mission
 - Reviews all parish program calendars to ensure no conflicts
 - Plans and evaluates Confirmation Sacramental Preparation program curricula for teens
 - Reviews and orders textbooks/online curricula for Confirmation Sacramental Preparation
- Program Coordination
 - Plans, coordinates and implements retreats and evenings of prayer, growth and discipleship and reflection
 - Plans and coordinates liturgical celebrations with Parish Liturgy Coordinator for the Sacrament of Confirmation, Sunday Mass for the youth and Reconciliation services including the Passion Play for Good Friday
 - Plans, Coordinates and Facilitates parent meetings
 - Organizes youth trips, such as but not limited to diocesan events, youth conferences, and Christian youth concerts
- Spiritual and Professional Growth
 - Encourages ongoing formation for volunteers and youth fostering spiritual growth of each young person
 - Continues professional development and spiritual enrichment through professional reading, seminars, conferences, and retreats, while keeping within budget guidelines

- Administrative Functions
 - Develops and/or reviews the annual budget for the Confirmation and Youth Ministry department
 - Timely submits bills and consistently reviews department expenses
 - Registers and keeps up to date files of all youth and volunteers for Confirmation and Youth Ministry Programs
 - Logs newly confirmed into Confirmation Registry and contacts Baptismal churches about the newly confirmed
 - Books all necessary arrangements for diocesan youth events, youth retreats, youth conferences, Christian youth concerts, such as but not limited to retreat facilities, housing, meals, tickets for events, and buses
 - Books special speakers for youth events in the parish to foster the spiritual growth of the youth
 - Answers phone calls and returns emails in a timely manner
- Parish Leadership
 - Acts as an advocate for youth to the parish and community
 - Be a positive spokesperson for support of parish decisions, including expansion projects, new ministries, parish functions and facility updates

Non-Essential Job Functions:

- Participates in Faith Formation meetings, weekly Pastoral Staff Meetings and Staff Retreat days
- Attends meetings as necessary with ministry leaders, and other parish leaders and other parish functions

Requirements:

- A practicing Roman Catholic with an informed understanding of Vatican II and how it applies to the mission of the parish
- Bachelors' Degree in Theology/Catechesis or related field/or equivalent experience and education
- Previous experience working with youth with strong spiritual leadership skills
- Excellent interpersonal, management, organization, communications, public speaking, and presentation skills
- Must have skills necessary to organize and implement large, program-wide events
- Must be able to have flexibility in work hours and weekend hours, especially Sundays
- Good software skills, including Microsoft Office (or equivalent)
- Must have appropriate self-knowledge and ability to share the Catholic faith with young people
- Must have the ability to function without direct supervision, is self-motivated
- Knowledge of adolescent spiritual and personal development, youth culture and sociology
- Bi-lingual (English/Spanish) would be highly desirable

This is a full time (40 hours), exempt position which includes full health benefits. Salary is based upon the Diocesan Scale and depends on qualifications and experience.

Classification: M-1