

SOME IMPORTANT ISSUES FOR A NEW COORDINATOR:

[This list is intended mostly for paid employees. Some items may be important for volunteer staff to be aware of, but much deals specifically with paid employees. This list does not presume that all items noted pertain to every coordinator.]

1. What is the chain of command for the Youth Ministry/Confirmation Coordinator?
Who does this position report to?
2. Has a job description been approved for this position? Does it include the following:
 - expectation of time in the office or out of the office (with evening and weekend activities in mind)
 - expectation of time allotted to different parts of ministry (confirmation, jr. high ministry, sr. high ministry, young adults, etc...)
 - expectation of coordinator's attendance at other parish activities (staff meetings, parish fair/fiesta, parish council meetings, etc...)
3. When will the annual (and, possibly, semi-annual) review for this position be happening?
 - how and when are raises considered?
 - what are the limitations for vacation days and is there an understanding of what it means to be an exempt employee
4. Have procedures for calendaring events and facilities been reviewed?
5. Is there a budget for this ministry and has it been reviewed?
 - what is the pre-approved budget?
 - what are the restrictions (if any) for fundraising?
 - what are the procedures for advancing money for youth events?
 - what are the procedures for reimbursements?
 - when are budgets submitted and approved?
6. Has this new coordinator been introduced to key people of the parish staff? (School Staff, Pastoral Associates, Custodians/Maintenance Staff, Parish Secretaries, etc...)
7. Have procedures been reviewed for the following:
 - in case of an accident (youth, youth ministry coordinator, volunteer)
 - in case of damage to property
 - in case of emergency pastoral care need
8. What are the guidelines for advertising youth events? (Bulletin, newsletters, bulletin boards, pulpit announcements, etc...)
9. On going training or staff development for new hire
 - what are the expectations or are there limits?
 - financial support for this training
10. Are there other expectations of this position that should be covered?