

SAMPLE JOB DESCRIPTION
(Please adapt for your parish setting)

Title: Coordinator of Youth Ministry

Reports to: Pastor

General Description

Responsible for developing a parish based pastoral ministry with youth. Reaches out to all youth in the community, provides for formal catechesis, invites, and enables youth to serve others. Develops close communication with and mutual support from families of youth and collaborates with other community and parish youth organizations.

Job Responsibilities

A. Program Development

- Creates and develops core group and provides for its enrichment
- Develops leadership skills in youth and young adults
- Develops a network for reaching out to youth, particularly the alienated
- Is available for and has set times for listening, advising and referral
- Plans, coordinates and implements weekend retreats and evenings of prayer reflection
- Develops the kind of relationship with parents that are conducive to open communication between parents and youth
- Assists in the preparation of liturgical celebrations for youth

B. Recruitment and Training of Leaders

- Recruits, trains, assign, and evaluate the youth leaders. Coordinates participation in diocesan-sponsored training programs
- Serves as an advisor and support to youth leaders
- Monitors the efforts of volunteer leaders and evaluates progress
- Makes special efforts to gain the endorsement, support, and involvement of all adults, especially parents and parish organizations
- Defines the responsibilities of each adult leader/advisor
- Publicizes and offers education programs and support systems for volunteer leaders

C. Administration

- Initiates ways of gathering data on the needs, interests, gifts, attitudes and benefits of youth and young adults
- Plans, organizes, and implements programs/experiences that provide a holistic approach in meeting the needs/interest of youth and young adults
- Submits annual financial report and budget; administers budget throughout the year
- Maintains necessary office and program records, including a log of activities and times

- Determines effective means for publicizing and promoting programs and experiences
- Submits periodic reports to the pastor/supervisor detailing programs in youth ministry
- Initiates procedures for evaluating all aspects of the parish's ministry to youth

D. Communication

- Keeps the parish faith community informed of youth ministry activities and goals
- Advises, communicate and cooperates with other parish and diocesan organizations
- Works with youth ministry team on goals and programmatic ideas for meeting needs
- Participates in parish governing structures to insure greater participation of youth in parish life and to facilitate communication and decision-making
- Supervises and coordinates scheduling of youth events and activities
- Keeps informed through attendance at diocesan, regional, and national conferences, regular reading, and membership in professional organizations
- Is aware of community agencies and resources that interface with youth
- Sets annual goals and objectives for each Junior/Senior High program as requested

E. Necessary Qualifications

- Active member of a Roman Catholic parish faith community
- Bachelor's degree in a related field
- Youth ministry experience in a Catholic parish
- Knowledge of *Renewing the Vision* – U.S. Bishop's document for building a framework for successful youth ministry

[A parish should adapt this job description to fit the requirements of its particular community. The job description should be appropriately adjusted for full-time and part-time employees. Please check with your parish for appropriate wording on required legal issues for job descriptions.]