

# Christ the King Parish

## Job Description: Coordinator of Youth Ministry

### I. IDENTIFYING INFORMATION

Position Title: Coordinator of Youth Ministry (CYM)  
FLSA Status: Part-time, Exempt, 10-12 hours a week  
Reports to: Director of Faith Formation and the Pastor/Administrator

### II. PRIMARY POSITION FUNCTION:

To develop and coordinate comprehensive youth ministry primarily for high school youth (9<sup>th</sup>-12<sup>th</sup> grade) and, secondarily for intermediate youth (5<sup>th</sup>-8<sup>th</sup> grade).

### III. POSITION CONTENT

#### A. JOB PURPOSE

The major purpose of this position is to provide direction and management of the Youth Ministry programs of Christ the King Parish in collaboration with the goals and objectives established by the Director of Faith Formation and Parish Catechetical Leader (PCL). The Youth Ministry program serves youth ages 10 to 18 years old, inclusive. It is of utmost importance that the Coordinator of Youth Ministry works closely with the Director of Faith Formation and PCL to ensure all Youth Ministry Programs are implemented and carried out in accordance with the teachings of the Catholic Church, as well as Diocesan and Parish policies. This position will work collaboratively with both the Director of Faith Formation and Parish Catechetical Leader to meet the needs of *the youth* by the parish including the three goals of youth ministry published in *Renewing the Vision (RTV): A Framework for Catholic Youth Ministry*. USCCB, 1997.

#### RTV GOALS:

1. To empower young people to live as disciples of Jesus Christ in our world today.
2. To draw young people to responsible participation in the life, mission and work of the faith community.
3. To foster the total personal and spiritual growth of each young person.

#### B. PRIMARY TASK

The Coordinator of Youth Ministry is to develop and implement a comprehensive approach to student ministry for primarily high school youth and, secondarily for middle school youth. This approach is based on the understanding that the CYM will have oversight and responsibility of the parish youth ministry program in the following ways:

1. Be responsible, in collaboration with the Director of Faith Formation and PCL, for designing and implementing activities that will enhance the weekly catechetical programs with a particular focus/emphasis on high school youth.
2. Utilize effective means of communicating with youth, their parents, and families about the variety of ministry and program opportunities available within the parish. This includes such means as:
  - Social media platforms where teens pre-teens are actively engaged.
  - Flocknotes
  - Bulletin articles/announcements
  - School announcements
  - Mailings such as postcards and letters

3. Provide ongoing education for the broader parish regarding a vision of youth ministry, youth culture, adolescent development, youth needs, etc.
4. Develop and evaluate all aspects of the ministry.
5. Connect parish youth to others in the diocese through participation in diocesan events.

### **C. ESSENTIAL DUTIES AND RESPONSIBILITIES**

It is expected that the CYM can perform daily tasks with little supervision. It is, however, expected that this position will have regular contact with the Director of Faith Formation and, PCL concerning the curriculum and overall direction of the program. While not intended to be a complete list, the following are examples of duties associated with this position. Other related expectations, responsibilities, and tasks are required at times. The CYM should be adaptive and receptive to the varying requirements of this position.

As a parish staff member, the CYM will be responsible to:

- Attend regular staff meetings.
- Communicate with staff about youth ministry activities.
- Seek staff input in planning youth ministry activities.
- Serve as the liaison with the pastor, parish staff and the parish council.

In the capacity of parish youth minister, the CYM's responsibilities include:

- Plan, coordinate, and set-up youth participation in volunteer events such as the Parish Picnic Car Show concession stand.
- Plan and coordinate youth activities and events within the parish and outside the parish such as "Tretter Time"—a social gathering for intermediate youth at the Tretter Center
- Plan, develop, organize, and coordinate monthly/annual activities to empower young people to love as disciples of Jesus Christ in our world today. Such activities include, but are not limited to:
  - Speakers and programs
  - Retreats and days of reflection
  - Service projects such as raking leaves for the elderly and/or visits to the nursing home.
  - Recreational outings
  - Youth Group and fellowship activities
  - Bible Studies
- Participates in and promotes diocesan youth events such as Teens Encounter Christ (TEC), Source & Summit, National Catholic Youth Conference (NCYC), State March for Life, etc.
- Plan, lead, develop, coordinate, and participate in mission trips for example Catholic Heart Work Camp (CHWC) or mission Trips to Appalachia and/or other summer youth conferences and camps for example: One Bread One Cup, Steubenville Youth Conference, or Notre Dame Vision, etc.
- Coordinating the recruitment, training, supporting, and evaluating of volunteers in the youth ministry program in conjunction with the Director of Faith Formation.
- Coordination with the Director of Faith Formation, the PCL, and parish staff regarding the calendar of social, spiritual, and service activities.
- Understand and operate within the allowed budget.
- Promote youth involvement in liturgical ministries.
- Serving on the Faith Formation Commission, which is a consultative group providing vision, direction, support, and advocacy for the parish ministry with youth.

#### **D. OTHER OR SHARED RESPONSIBILITIES:**

- Fulfill role as catechist in the catechetical programs as needed.
- Alongside PCL organize, coordinate, and administer the Soup and Stations program.
- Assist with the Living Stations of the Cross when possible.
- Provide temporary leadership when full-time staff are unavailable.

#### **IV. POSITION SPECIFICATIONS/REQUIREMENTS**

##### **A. SKILLS, COMPETENCIES, AND/OR ABILITIES**

Christ the King Parish is seeking a passionate, highly talented and competent individual to help us achieve our mission to be disciples who know, love and serve God. A successful candidate will be highly motivated and will possess an eagerness to refine (his/her) skills and continually grow as a professional. A successful candidate will possess a deeply rooted spirituality and will have the dedication, grit and determination required to see projects and initiatives to completion. A successful candidate will have the ability to make significant creative contributions to the life, mission and vision of the parish and will help unite youth catechesis with youth activities.

1. Must be a Catholic in good standing in their parish and diocese who strives to live a life guided by the Gospel, rooted in regular personal prayer, and lived out in the Catholic Church.
2. Must be an effective leader and administrator, skilled in communication, planning, an effective organizer and implementer.
3. Must understand the needs and culture of youth and be able to effectively respond to these in the creation and implementation of ministry planning with a working knowledge of social media platforms.
4. Must be able to effectively collaborate as a team member with the rest of the parish staff.
5. Proficiency in Word, Excel, and Microsoft Office; Technological proficiency in email and text communication, web, Facebook, etc.
6. Must maintain professional knowledge of, and effectively utilize, a variety of resources in youth ministry.

##### **B. EDUCATION, TRAINING, AND/OR EXPERIENCE**

A degree in Theology, Religious Education, Pastoral Ministry, or other related studies, or a certificate in Youth Ministry is preferred but not required. In absence of a religious studies degree, continuing education is required. Experience working with youth is desired. Ongoing formation in youth ministry fields is required.

#### **V. WORKING ENVIRONMENT**

This position requires an active presence at Christ the King Parish. The Coordinator of Youth Ministry will be part of a comprehensive Faith Formation Team. Frequent evening, weekend, and off-site work is required.

<Resume should be sent to [humanresources@evdio.org](mailto:humanresources@evdio.org)>