***Name of Parish* Job Description**

**Position Title:**  ***Director of Youth Ministry*** *or* ***Coordinator of Youth Ministry*** *or* ***Youth Minister***

**Reports To:** *Pastor or someone else on staff?*

**Hours:** *Full time? Part time?*; will include evenings and weekends

**Parish Summary:** *Describe your parish community – Are you urban, suburban, rural? How many families? Is there a school? Older community? Young community? Launching new youth ministry; established youth ministry? Why would this person want to come to YOUR parish?*

**Position Summary:** The *Director of Youth Ministry* will minister to the *high school (and?) middle school (grades 6-8)* youth of the parish through vibrant comprehensive Catholic youth ministry, *including a Confirmation Ministry*, with the goals of leading teens closer to Christ and forming missionary disciples. They will serve as a collaborative member of the parish team and be a face of the parish and of Christ.

***Suggested* Position Responsibilities:**

* Reach out to youth and families, particularly those on the peripheries; to invite them to a personal encounter with Christ, and to walk with them on their faith journey
* Implement the eight components of Comprehensive Catholic Youth Ministry as defined by the United States Conference of Catholic Bishops
* Prepare and facilitate programming including *weekly sessions, monthly Confirmation small groups, annual fall and spring weekend retreats, as well as other events (Put the events that you* ***minimally*** *expect here, allow them to add to the list as they develop the ministry.)*
* *Prepare youth for reception of the Sacrament of Confirmation*
* Recruit, train, form, and manage volunteers, including ensuring safe environment standards
* Communicate with youth, families, and parish – explaining the vision, providing resources, and ongoing updates
* Promote and facilitate vocational discernment
* Develop youth leadership
* Engage youth in parish life and service, in diocesan and national events
* Minister to parents
* Minister to youth and families in crisis
* Fundraise for major events and maintain budget
* Maintain a personal relationship with Christ through regular prayer, Mass attendance, and more

***Suggested* Knowledge, Skills, and Abilities:**

* Faithful, passionate Catholic disciple and role model who recognizes their own need for growth and a sense of self-worth that comes from being a child of God first and a minister second
* Solid understanding of the teachings and theology of the Roman Catholic Church
* Excellent organizational and time management skills, creative solution seeker, enthusiastic collaborator, and the ability to handle confidential and sensitive information appropriately
* Ability to interact with youth, parents, staff, parishioners
* Ability to advocate for the needs of the youth of the parish in the face of opposition
* Strong verbal, written, and social media communication skills
* Experience with audio/visual and social media
* Understanding of and adherence to all aspects of Diocesan Safe Environment standards
* Knowledge of or willingness to learn Pope Francis’ *Christus Vivit,* the USCCB documents: *Listen, Teach, Send: A National Pastoral Framework for Ministries with Youth and Young Adults, Renewing the Vision – A Framework for Catholic Youth Ministry* and *Adaptation of Doctrinal Elements of a Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age For Use In Parish and Youth Ministry Programs* and *The National Directory for Catechesis* and the Pontifical Council for the Promotion of the New Evangelization’s *Directory for Catechesis* and other pertinent Church documents
* Knowledge of or willingness to learn diocesan documents from the Secretariat for Catechetical Formation: *Catechetical Models for Children and Young People* *(if doing middle school youth ministry and/or)* *Sacrament Preparation: Handbook for Catechists* *(if doing Confirmation Prep)*
* Other people will describe the right applicant as: joyful, playful, self-motivated, empathetic, vibrant, energetic, enthusiastic, bold, positive, persistent, dedicated, and dependable
* Bachelor's Degree in Theology or related field