Youth Minister Parish Onboarding Suggestions

* Detailed Job Description and Responsibilities
  + Clear expectations of what pastor wants for the ministry
    - If stepping into an existing program, clear direction on what must be kept and where there is room for pruning and growth
    - If launching a new program, what are expected essential elements to start? What are elements you would like in 5 years?
  + Work hours
    - Keep in mind, the youth minister will be working evenings and weekends and will not keep the same hours as other staff. Please communicate this with the other staff.
    - Do you want some standard hours during the day while other staff are present?
    - Policy for working offsite
      * Can they work from home/other locations?
      * Do you expect most hours to be spent at the parish (when not meeting offsite with teens/families/youth ministry trainings)?
  + Training/Formation
    - Will you expect them to attend on-going formation in youth ministry to keep up-to-date on topics, youth ministry models, and teen culture to better serve your youth? (Offered on diocesan and national level)
    - Is there budget for this?
* Support
  + Will there be regular meetings with a supervisor for the first 3-12 months?
  + Is there an advisory board to help with decisions for the first year?
  + To whom do they reach out regarding challenges and questions?
  + Will the parish staff – especially the clergy – offer public support of the ministry? What will that look like?
  + What ministry of presence will the clergy be able to offer?
  + What other forms of support will you be giving them?
* Introductions to:
  + Parish staff – including secretaries and maintenance staff!
    - Flow chart of parish staff
      * To whom does YM report?
      * For the rest of parish staff - who reports to whom?
  + Youth ministry volunteers
  + Teen Leaders
  + Pastoral & Finance Councils
  + Parishioners – pick a weekend to speak at all Masses
* Calendar
  + Youth ministry events already scheduled for upcoming year (retreats, Confirmation Liturgy, parent meetings, diocesan/national YM events, etc.)
  + Typical youth ministry calendar for the year (if an established program)
  + Parish events that youth minister is expected to attend (Does this include one/some weekend Masses at your parish?)
  + Parish Staff meetings
  + District/Deanery Meetings
* History
  + Overview of recent history of youth ministry at the parish
* Communication
  + How does staff communicate?
  + How has communication with parents and teens happened in the past? Share where contact information is kept. Is there a database system for youth ministry? Training on the system.
  + YM website and social media – names and passwords for all existing accounts
* Evaluations
  + How are staff evaluations done? Are raises connected to these?
* Operations
  + Tour of entire parish campus, especially
    - Youth ministry meeting spaces
    - Youth ministry storage areas
    - Other available meeting spaces
  + Building Closures & Safety Overviews
  + Mailbox
  + Phone & Voicemail
  + Email
  + Laptop
    - IT Support
    - Copy machines/printing
  + Audio/Visual Training
    - For youth meeting space
    - For church (how to use microphones/turn on sound system)
    - For other places on campus where youth minister will be presenting
  + Supplies (paper, pens, folders, etc.)
  + Facility scheduling & availability
  + Maintenance request forms
* Pay & Budget
  + Information about payday
  + Reimbursement forms
  + Check request forms
  + Parish credit card?
  + Listing of parish holidays – How does this shift if the minister is working a “holiday”?
  + What is the youth ministry budget?
  + What is the budget approval process?
* Sacramental Records (if responsible for Sacramental preparation)
  + Who enters parish Sacramental records?
  + What information and documentation is needed from each recipient?
* Youth Ministry Resources
  + Does your parish subscribe to any youth ministry resources? If so, what and where are they? What training is available on the resources?