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?