

Youth Minister

Position Description

I. POSITION PURPOSE

This position implements the parish's commitment to total youth ministry (focusing mainly on grades 7 through 12 and parents/families of youth) in a comprehensive manner. Youth Ministry's overall goal is to evangelize youth in five ways: formation, fellowship, liturgy, service, and family life. Youth and their families must know, through the Church's ministry, that they are personally loved by God and have a place in the community of the Church. Youth Ministry should help parents weather the storm of adolescence and help young people see themselves in relation to the family, be it their present family or their own family in the future.

Youth Ministry is above all relational, but must also operate within an organized and consistent program. A high degree of interpersonal skills are necessary, including the ability to recruit and motivate new teen and young adult catechists. The Youth and Confirmation Minister both organizes the people and events that serve to evangelize our youth and their families, and he/she also engages in direct relational ministry to youth and young adults.

II. MAJOR DUTIES AND RESPONSIBILITIES

A. Develop programs, events, and sacramental prep, and personnel management (80%)

1. Assure the development of programs and activities for junior and senior high youth that foster healthy growth and development in their spiritual, social, physical and family lives (e.g., retreats, religious education classes, social events, recreation, campus visits, athletic activities, youth drama and music programs, outreach services, liturgies, and community service opportunities). These programs and activities will reflect the importance of ministering to the entire family.
2. Oversee the Confirmation program, including classes, weekly gatherings, catechism classes, retreats, parent meetings, etc. Recruit catechists and aides as needed for the confirmation program. Provide sponsor workshop for confirmation program in both English and Spanish. Organize Confirmation Masses, reserving dates, requesting clergy and serve as contact with the Diocese.

3. Organize a Sunday evening Mass oriented toward youth worship. Uses regular meetings with clergy to unify preaching at 5:00 p.m. Sunday Mass.
4. Organize weekly youth group, other liturgical celebrations and opportunities where young people can experience and celebrate God in their lives in collaboration with parish clergy.
5. Lead the process to schedule all events and classes in the parish reservation system.
6. Recruit, train and sustain teams of volunteers as needed for participants for both junior and senior high youth ministry (and young adult Core Leadership Team).
7. Develop strong collaboration with parents, both in direct and indirect service to youth. Personally connect with parents/families of youth, evangelizing, directing parents to existing adult faith programs and Sunday liturgy. This will include collaborating with the Religious Education Ministry and will create total youth ministry.
8. Assure direct ministerial outreach to parish youth. Attends parish liturgies and community and school functions according to program priorities. This position also coordinates direct evangelization outreach programs to both parish youth and youth not attending church including High School Campus Outreach.
9. Develop fellowship opportunities through events in, and the ongoing development and maintenance of, the Youth Center.
10. Provide information for parish Bulletin as needed, along with maintaining event information current for parish wide communications via mail, e-mail, texting, web, Instagram, Facebook or other social media as directed.
11. Annual Event Planning as needed (e.g., World Youth Day, Steubenville San Diego) – support volunteer leadership in planning and formation efforts. Attend as the staff leader.
12. Lead and support other volunteer leaders in the Live Stations of the Cross (held on Good Friday) and lay leadership so that the youth and young adults are actively encouraged and recruited to participate and ensure all roles are filled with youth/teens/young adults. Be staff for LSOC, as well as practices, as available.

B. General (20%)

1. Work to assure maintenance of all Youth Ministry records, including maintaining and updating students' records in the filing system for Youth Ministry. This includes student records and documents, including student personnel files, confirmation sponsor forms, attendance, etc.
2. Assure provision of music instrumentation to music for various youth and other events in accord with job description.
3. Annual Review and Planning (and meetings when necessary) with Jr. High and High School Ministry Leaders (i.e., CORE Team). Assure the budget for youth ministry is prepared and implemented. Nurture benefactors to the youth program and inform Office Manager for further contact for development purposes.
4. Participate in staff prayer, including but not limited to: weekly Ministry Team meetings and annual staff retreat. Participate in staff and parish gatherings, including but not limited to: occasional staff lunches or dinners, ministry events.
5. Maintain a level of knowledge and skills required for this ministry. This is accomplished by regular updating, reading, and participation at workshops, conventions, etc. This position also participates in professional organizations, as approved.
6. Be knowledgeable of the campus security systems and fire alarms and oversee development of procedures for fire drills. Following any incident, accident or unusual situation involving students: complete an incident report and file it with the Office Manager within 24 hours, or CPS report as appropriate, in addition to the Incident Report.
7. Collaborate with the Minister of Religious Education in the completion of Diocesan Reports.

III. PHYSICAL DEMANDS AND WORK ENVIRONMENT

Physical demands of this job include being regularly required to stand, walk, sit, use hands or finger, handle, or feel objects, tools, or controls, reach with hands and arms, balance, stoop, kneel, crouch or crawl, talk and hear. The employee must occasionally lift and/or move up to 35 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The work environment is both inside and outside buildings, in all weather, light industrial and includes some

minor to moderately high exposure to noise due to equipment and sound equipment

IV. EXPECTED QUALITIES AND QUALIFICATIONS

1. Baptized member of a Catholic parish faith community. Agree without reservation to the Congregation for the Doctrine of the Faith Profession of Faith and Oath of Fidelity as each pertains to the position.
2. Commitment to the mission of the parish.
3. BA degree or equivalent in communications, ministry, education or related field.
4. At least 5 years successful experience in youth ministry or related area (e.g., education, social service), either paid or volunteer.
5. Demonstrated successful experience inviting, motivating, and supporting youth to participate in organized group processes and programs.
6. Commitment to a holistic vision of youth ministry including spiritual, physical, social, and personal development of a young person.
7. Demonstrated ability to recognize and honor diversity within the parish community.
8. Able to work flexible hours, including nights and weekends including Liturgical events (i.e., Christmas and Easter seasons).
9. Must receive Safe Environment clearance by completion of Virtus online training and receiving an employee DOJ and FBI clearance.
10. Valid California driver license.