



FULL TIME YOUTH MINISTRY POSITION

Instructions: Pastors are welcome to select from the bullets below, refining and modifying as to fulfil the needs of the parish. It should be noted that a successful youth ministry is developed over time and through a series of development stages. The Office of Catholic Youth is committed to helping you and your parish set up your ministry.

Job Description

Vision: Establish and implement an all-encompassing strategy for a sustainable youth ministry

Key Responsibility Areas:

- A) Pre-Teen Youth Ministry Development
- B) Teen Youth Ministry Development
- C) Confirmation Preparation
- D) Administration, Coordination, & Future Growth

Tasks:

Prepare two goals for each of the following key responsibility areas every 6 months (approximately) for pastor review:

- A) Pre-Teen Youth Ministry Development:
 - Oversee and direct ministry (grade 6 – 8 student range) that provides a strong catechetical, social and relevant issue component to its sessions
 - Recruit, develop, and oversee a team of volunteers to assist in ministry
 - Establish and maintain a presence in parish schools and develop healthy relationships with staff and students
 - Plan, promote, prepare resources, and execute weekly sessions
 - Coordinate one or two retreats per year
- B) Teen Youth Ministry Development:
 - Oversee and direct ministry (grade 9 – 12 student range) that provides a strong catechetical, social and relevant issue component to its sessions
 - Recruit, develop, and oversee a team of volunteers to assist in ministry
 - Establish and maintain a presence in parish schools and develop healthy relationships with staff and students
 - Plan, promote, prepare resources, and execute weekly or bi-weekly sessions
 - Coordinate one or two retreats per year



FULL TIME YOUTH MINISTRY POSITION (Cont'd)

Tasks (Cont'd):

C) Confirmation Preparation:

- Direct (or assist) the Confirmation formation process with a focus on evangelization
- Plan, promote, prepare resources, and execute Confirmation preparation sessions
- Coordinate Confirmation retreat

D) Administration, Coordination, & Future Growth:

- Foster an environment that supports youth ministry across the parish and its various ministries
- Network with existing youth ministers in the Archdiocese to enhance opportunities, experiences, and resources
- Recruit, form, and direct all youth ministry volunteers
- Oversee the youth ministry budget
- Develop social media platforms and networking options to communicate and enhance ministry outreach
- Attend conferences and events to support the ongoing development and growth of youth ministry
- Research feasibility of running a summer camp program

Youth Minister should also:

- Be in full communion with the Catholic Church
- Have a mature spiritual life
- Possess related education/formation/training background
- Have an ability to work collaboratively as a member of the parish pastoral team
- Be able to work evenings and weekends
- Possess an above average knowledge in the use of technology such a social media
- Be a strong and proficient communicator with suitable administrative skills and strong interpersonal skills