

Youth Ministry Coordinator Job Description

Part-Time Youth Ministry Position

1. General Responsibilities

- The coordinator of youth ministry (CYM) provides vision and coordination for the parish's efforts in ministry to young people from 6th through 12th grades. This includes high school and middle school sessions (weekly or bi-weekly gatherings), and monthly activities with students in the religious education programs as well as St. Joseph High School and Our Lady of Victory School

2. Accountability

- The coordinator is a member of the parish staff who reports directly to the pastor, or his designee.

3. Responsibilities

- Approximately 10 hours per week
 - May vary according to youth events.
- Attend regular staff meetings
- Participate in staff planning
- Communicate to staff about youth ministry activities
- Seek staff input in planning youth ministry activities
- Be a resource person to parish staff on issues related to youth and youth ministry
- Parish Youth Ministry--the parish youth ministry program integrates adolescent catechesis into a comprehensive ministry to, with, by and for young people. The CYM's responsibilities include:
 - Facilitating the Youth Ministry Leadership Team, which is responsible for planning, implementing, and evaluating a comprehensive youth ministry program
 - Coordinating the recruitment, training, supporting, and evaluating of volunteers in the youth ministry program
 - Developing a systematic and intentional plan for adolescent catechesis that utilizes a creative variety of formats, settings, and timeframes
 - Providing resources (print, video, diocesan events) for effective programming
 - Providing appropriate training for the adults and young people in leadership positions
 - Fostering the involvement of young people in the life of the parish, which includes being involved in parish activities
 - Coordinating the outreach to and evangelization of all young people in the parish
 - Providing appropriate services and programs for parents of adolescents
 - Advocating for a comprehensive vision of youth ministry, based on the USCCB document, *Renewing The Vision: A Framework for Catholic Youth Ministry*
 - Serving as the liaison with the diocesan office of youth ministry and their programs, services and resources
 - Prepares an annual budget for program and facilities fundraising efforts for the parish youth.

4. Relationships

- Parochial–immediate supervisor
- Parish Staff–close cooperation and communication and seek staff involvement and input when appropriate
- Parents and Parishioners–regular communication and seek input as appropriate
- Diocesan Offices–regular communications, adherence to diocesan policies

5. Requirements:

- Certificate in Youth Ministry studies – or in the process of obtaining

Please send your resume to:

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