

# Diocese of Sacramento

## JOB DESCRIPTION

**PARISH:** St. Lawrence

**POSITION STATUS:** Part-time

**POSITION:** Bilingual Youth Ministry Coordinator      **SCHEDULE:** 15 Hrs. Wkly.

**CATEGORY:** Non-Exempt

**12 Months**

**SUPERVISOR:** Parish Business Manager or Designee

**JOB SUMMARY:** Responsible for developing a parish-based pastoral ministry with youth. Reaches out to all youth in the community, provides for Formal Catechesis, invites and enables youth to serve others. Develops close communication with and mutual support from families of youth in both English and in Spanish, and collaborates with other community and parish youth organizations.

**ESSENTIAL FUNCTIONS:** The Youth Ministry Coordinator provides ministry support to the pastor and parish community.

### 1. Program Development:

- Creates and develops Core Group and provides for its enrichment.
- Develops leadership skills in youth and young adults.
- Develops a network for reaching out to youth, particularly to the alienated.
- Is available for and has set times for listening, counseling and referral.
- Plans, coordinates and implements weekend retreats and evenings of prayer reflection.
- Develops the kind of relationship with parents that are conducive to open communication between parents and youth.

### 2. Recruitment and Training of Leaders:

- A recruit, trains, assigns and evaluates the youth leaders. Coordinates participation in diocesan sponsored training programs.
- Serves as an advisor and support to youth leaders.
- Monitors the efforts of volunteer leaders and evaluates progress.
- Makes special efforts to gain the endorsement, support and involvement of all adults, especially parents and parish organizations.
- Defines the responsibilities of each adult leader/advisor.
- Publicizes and offers education programs and support systems for volunteer leaders.

### 3. Administration:

- Initiates ways of gathering data on the needs, interests, attitudes, beliefs of youth, young adults and develops procedures for evaluating all aspects of the parish's ministry to youth.
- Plans, organizes, and implements programs/experiences which provide a holistic approach in meeting and needs/interests of youth and young adults.
- Maintains necessary office and program records, including a log of activities and time.
- Determines effective means for publicizing and promoting programs, experiences.
- Provides opportunities for youth to hear and respond to the Gospel message.
- Assists in the preparation of para-liturgical and liturgical celebrations for youth.
- Submits periodic reports to the pastor and supervisor or designee detailing programs in youth ministry.

#### 4. Communication:

- Keeps the parish faith community informed of the youth ministry activities and goals.
- Advises, communicates and cooperates with other parish and diocesan organizations.
- Works with youth ministry team on goals and programmatic ideas for meeting needs.
- Participates in parish governing structures to insure greater participation of youth in parish life and to facilitate communication and decision-making.
- Supervises and coordinates scheduling of youth events and activities.
- Keeps informed through attendance at diocesan, regional and national conferences, regular reading and membership in youth associations.
- Is aware of community agencies and resources which interface with youth.
- Recommends to the Pastor, Parish Business Manager or designee annual goals and objectives for the Youth Ministry Program.

#### MINIMUM QUALIFICATIONS:

**Education:** Bachelor's Degree in related field. Familiarity with the USCCB document "Renewing the Vision: A Framework for Catholic Youth Ministry and Diocese of Sacramento Youth Ministry Goals.

**Experience:** Three to five years of Youth Ministry experience in a Catholic parish; proven ability to work in collaboration with others delegating and supervising tasks.

**Skills / Knowledge:** Must be proficient in using Microsoft Word and Excel; good organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; must be a practicing Catholic with knowledge and understanding of the Catholic Church in general. Ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise, in both English and Spanish. Able to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload while meeting deadlines.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

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DATE