

Diocese of Sacramento

JOB DESCRIPTION

PARISH:	St. Joseph Marelo	POSITION STATUS:	Full-Time
POSITION:	Youth & Young Families Ministries Coordinator	SCHEDULE:	Flexible, with some nights and weekends
CATEGORY:	Exempt		

SUPERVISOR: Pastor

JOB SUMMARY: Responsible for developing, implementing, and supporting parish-based pastoral ministries for youth and young families consistent with the parish vision, goals, strategy, and objectives in each of these areas.

ESSENTIAL FUNCTIONS: The Youth & Young Families Ministries Coordinator provides ministry support to the pastor and parish community.

1. Teen Ministry:

- Develop, promote, and implement a small discipleship groups model
- Guide parents and teens through the process of forming small discipleship groups
- Provide training and support to the parents and adult mentors who run the groups, monitor their efforts, and evaluate progress
- Organize and coordinate periodic, large group, social, spiritual, and intellectual events, activities, and opportunities that involve the greater teen community
- Ensure that all content and activities are relevant and relatable to the teens, are rooted in Catholic doctrine and dogma, and incorporate Catholic topics and issues
- Foster intergenerational participation, integration with other parish ministries, and the development of leadership skills
- Inspire teens and their families to practice their faith through the sacraments and by performing acts of charity, service, and social justice
- Assist in the preparation of para-liturgical and liturgical celebrations for youth

2. Young Families Ministry:

- Investigate potential models for implementing a young families ministry
- Work with the pastor and parish pastoral council to develop a draft, young families strategic plan
- Discuss the draft plan with young families in the parish
- Implement a pilot young families ministry
- Monitor progress and revise the strategic plan based on feedback and lessons learned

3. Communication & Coordination:

- Advise, communicate, and cooperate with other parish and Diocesan counterpart(s)
- Publicize and promote all youth and young families programs, experiences.
- Keep the parish faith community informed of the teen ministry and young families activities and goals.
- Keep 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

4. Administration & Coordination:

- Gather data on the needs, interests, attitudes, and beliefs of youth and young families
- Initiate procedures for evaluating the parish's ministry to youth and young families
- Submits annual financial report and budget, administers budget throughout the year.
- Maintains necessary office and program records, including a log of activities and time.
- Participates in parish governing structures to ensure greater participation of youth and young families in parish life and to facilitate communication and decision-making.
- Submits periodic reports to the pastor detailing programs in youth and young families ministries.

MINIMUM QUALIFICATIONS:

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

Experience: 5+ years of Youth Ministry experience in a Catholic parish; experience with small discipleship group youth ministry strongly preferred; 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; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; practicing Catholic with knowledge and understanding of the Catholic Church in general; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise. Able to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload while meeting deadlines.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE