

# Diocese of Sacramento

## JOB DESCRIPTION

<b>PARISH:</b> <b>POSITION:</b> Youth Minister <b>CLASSIFICATION:</b> Non-Exempt <b>SCHEDULE:</b>
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**SUPERVISOR:** Pastor

**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 and collaborates with other community and parish youth organizations.

### **ESSENTIAL FUNCTIONS:**

#### **A. 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.

#### **B. Recruitment and Training of Leaders**

- Recruits, 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.

### **C. Administration**

- Initiates ways of gathering data on the needs, interests, attitudes, and beliefs of youth and young adults.
- Plans, organizes, and implements programs/experiences which provide a holistic approach in meeting and needs/interests of youth and young adults.
- Submits annual financial report and budget, administers budget throughout the year.
- 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 detailing programs in youth ministry.
- Initiates procedures for evaluating all aspects of the parish's ministry to youth.

### **D. 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.
- Sets annual goals and objectives for each Junior/Senior High program as requested.

### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's Degree in a related field.

**Skills/Knowledge:** Active member of a Roman Catholic parish faith community.

**Training and/or Experience:** Youth Ministry experience in a Catholic parish.