

OUR LADY OF VICTORY and ST JAMES PARISH YOUTH MINISTER JOB DESCRIPTION

POSITION TITLE: Partner Parish Youth Ministry Coordinator

POSITION SUMMARY:

STATUS: Non-Exempt

REPORTS TO: One supervising Pastor or Designee: **FULL TIME**

The Youth Ministry Coordinator coordinates faith formation opportunities, activities, and events for high school youth in the Roman Catholic communities of Our Lady of Victory, Northville and St. James, Novi. The Youth Ministry Coordinator, under the direction of the Supervising Pastor, operates within a team context and engages in significant ministry collaboration with Archdiocesan Office of Evangelization, Catechesis and Catholic Schools, parish leadership, office staff, area youth ministers, and one core youth ministry team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participate in monthly staff meetings, (one per parish) parish volunteer meetings, area Youth Ministry meetings, and other related parish or Diocesan meetings, when appropriate.
- Develop goals and objectives for the partner parishes of Our Lady of Victory & St. James parishes as it relates to youth ministry in consultation with the pastoral staffs.
- Collaborate with the pastoral staffs and the parish committees to design policies, and programs for high school youth.
- Recruit volunteers to plan, implement, and chaperone the youth ministry programs for high school youth in a combined YM program, and at Diocesan YM events.
- Pursue opportunities for self-enrichment and professional development and to keep informed of changes in catechetics, liturgy, scripture, etc. and youth ministry policies and issues.
- Develop and implement the initial preparation and ongoing formation of the parish core team for Youth Ministry, making use of what is offered by the Diocesan Office of Evangelization, Catechesis and Catholic Schools.
- Define curricula scope and sequence, and make selections of instructional materials for the youth ministry in collaboration with the pastoral staff and teams.
- Promote active youth involvement in prayer and worship, especially Sunday Mass.
- Develop and provide opportunities for youth to participate in Christian service and outreach.
- Facilitate a sense of community and belonging to their parish among our high school youth.
- Support parents in their role of promoting healthy adolescent development and growth in faith.
- Maintain records of those enrolled in Youth Ministry.
- Maintain regular office hours as agreed upon with the Pastors or designee and be present during liturgies, faith formation programs and activities for Youth Ministry, when possible. Night and weekend hours will be necessary.
- Schedule YM program offerings and events in the parish calendars and to properly communicate to the parishes at large the policies, goals, and schedules of these programs and activities in the bulletin and through the web-sites and other social media, as appropriate.
- General office duties, including copying, mailings, e-mailings, postings on Social Media, creating flyers and/or posters for Youth Ministry offerings.
- Prepare and monitor a budget for Youth Ministry programming, with the assistance of Parish Accountant and present to the supervising Pastor for approval.
- Organize and maintain the Youth Ministry office materials and consumables for Youth Ministry programs and related events and activities.
- Develop content for e-mail updates, and web-site relating to Youth Ministry programs and activities.

- Provide the necessary Safe Environment paperwork and communicate opportunities for “Protecting God’s Children” training for volunteers working regularly with youth in the Youth Ministry programs. Also, submit all paperwork for those who volunteer in the Youth Ministry to the Safe Environment Coordinator for each parish.
- Provide safety awareness programming, such as “Called to Serve” for youth enrolled in the parish Youth Ministry programs and their parents. Report numbers of those participating in this programming to the Safe Environment Coordinator for each parish.
- Other related duties as determined by mutual-agreement between the pastors (or designee) and the Youth Ministry Coordinator.

QUALIFICATIONS

Professional

- Bachelor’s degree in Religious Education or Theology or National Credential in Youth Ministry or background in theology and educational methodologies with a willingness to move toward credential or degree
- Familiarity with the Christian Initiation process as defined by the Rite of Christian Initiation for Adults (RCIA) process because this process is the Church’s recommended model for all catechesis.
- Knowledge and experience in popular office management software, including word processing, and database management, and a willingness to learn the parish specific software.

Personal

- Must be a practicing Roman Catholic in good standing with the Church who upholds the teachings of the Church, both publicly and privately, and participates in its sacramental life.
- Have a solid praxis in the Roman Catholic theological tradition and continues to strive for a greater understanding of God, the Church, and its ministries.
- Have a pastoral sense and a willingness to collaborate with others.
- Be able to maintain professional boundaries when working with youth and their parents, which includes, but is not limited to, social media and internet communications.
- Have excellent organization, management, team-building and communication skills.