

Diocese of Sacramento JOB DESCRIPTION

PARISH:	St John the Baptist Chico
POSITION:	Youth Ministry Coordinator (Parish)
CLASSIFICATION:	Non-Exempt
SCHEDULE:	

SUPERVISOR: Pastor

ESSENTIAL FUNCTIONS: Under the supervision of the pastor or his delegate, to design, develop and direct a total parish youth ministry program

Distinguishing Characteristics:

The position is distinguished from the Parish Youth Minister by the extent of education and experience required, the considerable amount of independence exercised in carrying out tasks, and by the broad scope of responsibilities assigned. The Parish Coordinator of Youth Ministry performs work of major responsibility requiring a high level of initiative, judgment, organizational ability, and knowledge of the interrelated functions of the position and the parish.

DUTIES:

- Plan, direct, and evaluate the total parish youth ministry program
- Evangelization and catechesis (Lifeteen, Edge, RCIT), outreach to NDS junior high and Spanish confirmation prep
- Prayer and Worship (XLT and retreats)
- Guidance and healing (opportunities for confession, One on one conversations, refer to priest in some cases)
- Justice and Service (Parish picnic, Knights of Columbus, NDS Fall Festival, crab feed, among others)
- Youth Leadership Training
- Recruit, train, support and supervise adult volunteers and youth leaders
- Coordinates youth liturgies
- Maintain accurate records of participants, volunteers, and programs
- Budget planning and accountability; delegate tasks and responsibilities as needed
- Maintain professional updating through research, continuing education and training, reading and peer contact
- Promote good public relations within and beyond the parish
- Participate in local and diocesan events
- RCIT & EDGE Confirmation paperwork, assisting the DRE

Minimum Qualifications:

Knowledge of: Church’s mission in the Diocese of Sacramento; principles of youth ministry; methods of youth evangelization; principles and methods of adolescent catechesis; principles and models of youth retreats; adolescent development; leadership development; youth ministry resources and their application to adolescents; diocesan and national guidelines and trends.

Ability to: Create community with youth; assess needs of parish youth and develop long-range goals; design and coordinate programs in different component areas; recruit, train, and supervise adult volunteers and youth leaders; keep pastor and/or his delegate advised of progress in youth ministry; relate and interact with ODS and peers beyond the parish.

SKILLS: Organization and management, leadership, effective communication.

EXPERIENCE: Two years working in leadership, effective communication.

EDUATION: Degree in Youth Ministry, Theology, Pastoral Studies or related field and California Basis Catechist certification and theological perspective consistent with Renewing the Vision USCCB.

CHILD PROTECION:

1. Assists pastor with child protection
 - Fingerprinting of all volunteers over 18
 - Background checks
 - Online courses suggested by Diocese
2. Suggested materials suitable for youth education

Employee Signature

Date

Pastor Signature