

Diocese of Sacramento

JOB DESCRIPTION

PARISH: St. Maria Goretti	POSITION STATUS: Part Time
POSITION: Youth Minister	SCHEDULE: 25 hrs /week
CATEGORY: Non-Exempt	SALARY: \$22 / hour

SUPERVISOR: Pastor

JOB SUMMARY: Responsible for developing a parish-based pastoral ministry with youth. Reaches out to all youth of the parish; provides for formal catechesis for those preparing to receive the sacrament of Confirmation; invites and enables youth to serve others. We are a family-friendly parish community, looking for an energetic and creative Youth Minister to complete our team. We invite those who understand the importance of presence with our parish family and relationship-building across the broad scope of parish ministries to apply. We are looking for that minister who understands that this ministry to youth extends also to their families and the greater parish community. The Youth Minister will build a parish-based program in youth ministry, aiding in catechesis for teens in grades 7 to 12. The Youth Minister works collaboratively with the Coordinator of Religious Education to meet the sacramental needs of the teens in grades 7 to 12.

ESSENTIAL FUNCTIONS:

Program Development:

- Develops a parish-based Youth Ministry Program to include weekly gatherings, special events, retreats, prayer opportunities, service experiences, and faith formation.
- Conducts on-going outreach to teens and families, inviting them to participate in Youth Ministry programming at the parish.
- Fosters the development of leadership skills in youth and in adult volunteers.
- Sets an appropriate ministry schedule for consistent and accessible programming.
- Develops working relationships with parents, adult volunteers, and other parishioners.
- Collaborates with other groups and ministries to connect teens to what is already happening in the parish community.

Administration:

- For Confirmation Program: develops registration forms, manages enrollment, and maintains accurate student records of attendance and registration fees. Ensures that sacramental recording and issuance of certificates is done in accordance with Diocesan standards.
- For Youth Ministry: manages the budget, creates the calendar of events, maintains program records of activities and attendance. Ensures appropriate permission and safety protocols for youth participating in activities.

- Builds and establishes an adult leadership team (inclusive of Young Adults) from parish volunteers through recruiting, training, and on-going support. Ensures that all adult volunteers have completed a “Safe Environment” training, paperwork and fingerprinting as instructed by the Diocese.
- Creates and encourages a youth leadership team for both youth ministry and Confirmation-related activities.
- Maintains a library of resources for Youth Ministry and manages the storage of Youth Ministry inventory.

Communication/Other:

- Ensures that the parish vision of ministry to our youth is thriving as found in the growing participation in the developing programs.
- Keeps parish staff, program participants, and all parishioners regularly informed of upcoming activities and events using a variety of resources such as newsletters, emails, flyers, bulletin board displays, parish bulletin announcements, and website or social media posts. Meets with Pastor weekly.
- Sets a work schedule that allows for office hours during regular parish business hours as well as personal presence at evening and weekend classes, youth group activities, and Mass on the weekends.
- Remains up-to-date and informed about current trends in Youth Ministry through attendance at diocesan, regional, and national conferences, literature, and membership in professional associations; and shares this information with parents, volunteers, and the Pastor.

MINIMUM QUALIFICATIONS:

Education: BA/BS in a field of study related to education or theology

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: The Youth Minister is expected to be a practicing Catholic with knowledge and understanding of the teachings of the Catholic Church.

Must be proficient in using standard office technology, including Microsoft Office Suite applications. Must have outstanding organizational skills, the ability to maintain strict confidentiality, a professional temperament and appearance, the ability to communicate clearly both orally and in written form using correct spelling, grammar and punctuation, and the ability to work with and relate to a variety of personalities and cultures with diplomacy, friendliness and poise. Must be able to work in a team-oriented environment, handle multiple assignments concurrently, and prioritize workload while meeting deadlines.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE