

St. Rose Youth Ministry Coordinator Job Description

1. General Responsibilities

The coordinator of youth ministry (CYM) collaborates with the pastor to provide vision and coordination for the parish's efforts in ministry to young people from 6th through 12th grades. This includes high school and middle school religious education (weekly), monthly activities, RCIA adapted for teens, retreats, and service activities.

2. Accountability

The coordinator is a pastoral associate on the parish staff who reports directly to the pastor.

3. Responsibilities

Parish staff member--the CYM will be responsible to:

- Attend regular staff meetings
- Participate in staff planning
- Communicate to staff about youth ministry activities
- Be a resource person to parish staff on issues related to youth and youth ministry
- Serve as the liaison with the pastor, parish staff and the parish council
- Be a consistent pastoral presence at Masses and parish wide events

Parish Youth Ministry--the parish youth ministry program integrates adolescent catechesis into a comprehensive ministry to, with, by and for young people. The CYM's responsibilities include:

- Beginning and facilitating the Youth Leadership Team, which is responsible for planning, implementing, and evaluating a comprehensive youth ministry program
- Coordinating the recruitment, training, supporting, and evaluating of volunteers in the youth ministry program, with emphasis on catechists.
- Coordinating Monday and Tuesday evening religious education for 6-12 grades.
- Providing resources (print, video, multi-parish, archdiocesan events) for effective programming
- Providing appropriate training (including the verification of compliance with VIRTUS/Child Protection) for the adults and young people in leadership positions
- Coordinating the Confirmation program and retreat
- Fostering the involvement of young people in the life of the parish, including serving on the pastoral council, as liturgical ministers, and being involved in parish activities
- Coordinating the outreach to and evangelization of all young people in the parish
- Providing appropriate services and programs for parents of adolescents
- Advocating for a comprehensive vision of youth ministry, based on the 1997 USCCB document, *Renewing The Vision: A Framework for Catholic Youth Ministry*
- Serving as the liaison between St. Rose and the diocesan office of youth ministry and their programs, services and resources
- Participating in the diocesan association of professional youth ministers and in any local youth ministers association

4. Relationships

- Pastor--immediate supervisor
- Parish Staff--close cooperation and communication and seek staff involvement and input when appropriate
- Parish Council--attend meetings as requested by Pastor and provide a youth ministry report
- Parish Committees--communicate and collaborate with appropriate committees, i.e., liturgy, social justice, K-5 religious education, etc.

- Youth Ministry Leadership Team—close support and involvement
- Parents and Parishioners—regular communication and seek input as appropriate
- Diocesan Offices—regular communications, adherence to diocesan policies, participation in (arch)diocesan professional organizations diocesan association of professional youth ministers