

Youth Ministry Coordinator Job Description (Sample)

Title: Youth Ministry Coordinator

Reports to: Pastor

General Description: Responsible for coordinating a parish pastoral ministry for youth based on *Renewing the Vision: A Framework for Catholic Youth Ministry*; works under the direct supervision of the pastor; coordinates youth ministry team of adults and youths; develops close communications with and mutual support from families of youth and collaborates with other community and parish organizations and offices; focuses the parish community on the spiritual needs and gifts of youth.

Job Responsibilities

Program development:

- Coordinates a core group of adults and youths to determine and direct programs and services.
- Develops the kind of relationship with parents that are conducive to open communication between parents and youth.
- Plans, schedules, and leads (or finds leaders for) an annual retreat for teens focusing on some aspect of spiritual growth.
- Provides programs for social outreach and service and directly involves parish teens; provides pastoral reflection on their experiences prior to, during and after experience.
- Arranges seasonal or occasional small group Bible study or reflection groups.
- Offers occasional social gathering for teens.
- Provides pastoral guidance to teens and parents as needed on individual basis and helps teens and parents find professional referrals when needed.
- Arranges occasional parenting program for parents of teens or pre-teens.
- Creates or acquires other programs reflecting the components of youth ministry (RTV) as needed.
- Provides a catechetical component in youth gatherings and offers catechesis in other practical ways.
- Works in collaboration with parish religious education and other offices.

Additional Programs:

- Arranges for teens to participate in diocesan sponsored and other acceptable programs offered to teens or pre-teens in larger venues: i.e., Diocesan Youth Rally, Good Friday Walking Stations of the Cross, NCYC, and other diocesan, regional, and national programs.
- Works with other parish youth minister coordinators to connect teens with multi-parish youth ministry collaborative events and programs; when acceptable, involves teens in ecumenical or interfaith programs.
- Conducts or arranges leadership training for youth ministry core group and teen leadership.

Administration:

- Operates within an established budget; monitors and fully accounts for spending and receipts.
- Monitors adult volunteers for compliance with safe environment policies and general youth ministry policies of the diocese.

Professional and Spiritual Development:

- Seeks continuing education and training in the fields of youth ministry and religious education and catechesis.
- Works with a spiritual director or mentor for personal spiritual growth and development so as to best meet the spiritual needs of the youth and adults in the parish.
- Participates in at least one personal retreat each year, not personally responsible for planning or leading, focusing on some aspect of spiritual growth.

Communication:

- Keeps the parish and faith community informed of youth ministry activities and goals
- Keeps informed of diocesan events, policies, and other programs.
- Stays in communication with diocesan offices to meet resource needs; calls diocesan offices for support and help.
- Is aware of community agencies and resources that interface with youth.
- Stays connected with youth and parents through appropriate electronic media.

Necessary Qualifications:

- Roman Catholic in good standing in the Church.
- Strong commitment to the Catholic faith and relationship with God.
- Fully compliant with Diocesan policies and with safe environment/child protection requirements.
- Prior youth ministry experience, training in youth ministry or willingness to acquire and continue training.
- High degree of comfort working with youth and awareness of appropriate boundaries.
- Must be at least 21 years of age and in good emotional health.
- B.A., M.A. in religious education, theology, youth ministry or related field preferred.
- Youth ministry certification preferred.