



Saint Joseph Catholic Church

Position Description (PD)

1. POSITION IDENTIFICATION

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|----------------------|----------------------------|--------------|-------------------------------|
| Position Title | Director of Youth Ministry | Today's Date | 12/17/2017 |
| Name | | Supervisor | Pastor |
| Full-Time (30+ hrs.) | | X | Part-Time (Less Than 30 hrs.) |

2. GENERAL SUMMARY

Administrate and coordinate a comprehensive youth ministry program to high school and 8th grade students in accordance with the U.S. Bishops' document, Renewing the Vision. This document articulates the goals of Youth Ministry as follows: to empower youth to live as disciples of Christ in the world, to draw youth to the life, mission, and work of the Catholic Church, and to foster the personal and spiritual growth of youth.

3. DUTIES AND RESPONSIBILITIES

Responsibility 1: **Programmatic**

Develop and implement programming to achieve goals. Programming includes weekly thematic gatherings (every other week during summer months), prayer and liturgy, retreats, service opportunities, community-building activities, summer mission/service trip. Collaborate with Director of Confirmation in planning and execution of Saturdays in the Spirit (three or four days of reflection/retreat for Confirmation candidates).

Responsibility 2: **Ministry**

Interact with youth and foster personal connections with the youth of the parish. Offer pastoral support and spiritual guidance to youth.

Responsibility 3: **Administrative**

Retain and develop adult volunteers to assist in programming and activities. Communicate regularly with supervisor, pastoral team, youth, parents, and parish community. Administer youth ministry budget. Ensure implementation of Safe Environment policies and assist with coordination between church and school staff and volunteers. Attend meetings of Christian Formation Commission. Provide updates for youth ministry portion of parish website. Other administrative and support duties for the parish as assigned by the Pastor.

4. EDUCATION, TRAINING AND SKILLS

a. Formal education **essential** to accomplish the position's duties and responsibilities.

Bachelor's degree or in process of working toward such degree.

b. Officially recognized certificates or licenses **necessary** for this position.

c. **Required** special knowledge, abilities or skills.

Excellent verbal and written communication skills; ability to work collaboratively; desire and ability to work well with young people; high organizational skills; well-versed in Catholic teachings.

5. EXPERIENCE

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| <i>Experience</i> | <i>Minimum Time Requirements (Indicate months or years)</i> |
| <i>Experience working with youth and young people in Catholic schools or in the area of parish or university youth ministry.</i> | <i>1 year</i> |

6. CONTACTS

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| <i>Who are you required to work with to do your job?</i> | | |
| | <i>Title of Person or Group</i> | <i>Purpose of Contact</i> |
| <i>Within Parish/School (person or group affiliate with St. Joe's)</i> | <i>Pastor</i> | <i>Supervisory</i> |
| | <i>Pastoral Team</i> | <i>Communication and joint efforts</i> |
| | <i>Director of Confirmation</i> | <i>Collaboration and assistance with Saturdays in the Spirit</i> |
| | <i>Administrative Assistant</i> | <i>Bulletin announcements/inserts</i> |
| | <i>Parishioners</i> | <i>Youth and Parents; information/communication</i> |
| | <i>School Principal and Faculty</i> | <i>Collaboration</i> |
| | <i>Adult Youth Ministry Volunteers</i> | <i>Supervisory</i> |
| <i>Outside Parish (person or group not affiliated with St. Joe's)</i> | <i>Youth Directors</i> | <i>Support and collaborative/common efforts</i> |
| | <i>Diocese</i> | <i>Support and training, programming</i> |
| | <i>Colleges and Universities</i> | <i>Access to youth ministry resources</i> |

7. PROCEDURES / GUIDANCE AVAILABLE

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| | Follow standard guidelines and procedures. Refer most problems to supervisor. |
| X | Function independently in order to accomplish assigned projects. Refer unusual problems to supervisor. |
| | Recommend or make major policies for the Parish. |

8. SUPERVISION OR DIRECTION EXERCISED

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| <i>Adult Youth Ministers are supervised on an event-by-event basis.</i> |
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9. ADDITIONAL COMMENTS BY EMPLOYEE OR SUPERVISOR

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10. SIGNATURES

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| Signature | | | | |
| Print Name | | Fr. Kevin Rousseau, C.S.C. | | Fr. Kevin Rousseau, C.S.C. |
| | <i>Employee</i> | <i>Supervisor</i> | | <i>Pastor</i> |