



Holy Trinity Catholic Church

Coordinator of Youth Ministry

May 2024

TITLE

Coordinator of Youth Ministry

FLSA STATUS

Exempt

POSITION SUMMARY

The Coordinator of Youth Ministry provides primary leadership for the design, implementation, and evaluation of parish ministry to the youth of Holy Trinity in order to deepen their relationship with Jesus Christ and engage them more fully in parish life. The coordinator will focus on relational ministry to teens in grades 7-12 by building a core team of volunteers and creating a multidimensional and holistic program. The coordinator will assist in the implementation of the Confirmation program for youth in the parish.

SUPERVISOR

Pastoral Associate for Faith Formation/Religious Education

ESSENTIAL FUNCTIONS

Program Development

- In consultation with the Pastoral Team and parishioners, develops a vision and plan for a comprehensive youth ministry program for grades 7-12
- Manages faith formation for high school youth through regular meetings
- Fosters leadership skills in youth that promotes their involvement in parish life and empowers them to be actively engaged in the universal Church
- Plans and implements prayer and reflective initiatives guided in Ignatian spirituality
- Organizes service experiences for youth and offers opportunities to reflect on these experiences
- Plans, coordinates, and implements initiatives in collaboration with parish ministries and programs
- Assists with coordination and implementation of the parish program for youth preparing for the sacrament of Confirmation

Recruitment and Training of Leaders

- Recruits, trains, assigns, and evaluates adult volunteers; defines their responsibilities.
- Coordinates participation in Archdiocesan and Ignatian family-sponsored training programs, (i.e. The Ignatian Family Teach-In)
- Monitors the efforts of volunteers with the youth ministry program and evaluates their progress.
- Sets appropriate and healthy boundaries with teenagers. Mentors adult volunteers in following the same guidelines.
- Ensures that all adult volunteers with the youth ministry program are VIRTUS trained and adhere to Archdiocesan policies for the protection of minors

Administration

- Submits annual financial report and budget; administers budget throughout the year
- Maintains necessary office and program records
- Adheres to Archdiocesan policies for the protection of minors
- Initiates procedures for evaluating all efforts involving the parish's ministry to youth
- Supervises and coordinates scheduling of initiatives for youth in coordination and/or collaboration with the other parish ministries and programs.
- Attends weekly staff meetings and other meetings as necessary to fulfill the requirements of the position

Communication

- Keeps the staff and wider parish community informed of youth ministry activities and goals
- Advises, communicates, and cooperates with other parish staff and Archdiocesan organizations
- Participates in parish governing structures to ensure greater participation of youth in the parish community and to facilitate communication and decision-making among youth and the parish community
- Remains informed through attendance at archdiocesan, regional, and national conferences, regular reading, and membership in professional organizations
- Creates prompt communications to keep youth and their families informed of goals and initiatives in the parish

Other Duties as assigned by the Supervisor.

Qualifications

- Active member of a Roman Catholic parish faith community
- Bachelor's degree in religious studies, theology, or related field
- Youth ministry experience working with teenagers
- Good interpersonal skills and familiarity with the Church as an organization
- Works effectively with and collaborates well with other staff – team player
- Ability to work independently and be self-directed
- Excellent written and verbal communication skills
- Demonstrates an ability to organize and implement programs for teenagers
- Able to use various social media platforms to communicate with core group
- Familiar with Ignatian Spirituality and/or willing to participate in Principium

Working Conditions

- Full-time work, evening meetings and appointments as required.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.
- Environment: Work is performed primarily indoors with occasional outdoor environments.
- Physical: Primary functions require sufficient physical ability and mobility to sit, walk or stand for prolonged periods of time; occasionally will have to reach with hands and arms; occasionally required to bend, twist, or climb; will use repetitive motions on a computer.
- Vision: See in the normal visual range with or without correction to be able to see close, distance, and to focus.
- Hearing: Must be able to talk or hear by telephone and in person.
- Mental: Moderate concentration/intensity, which includes prolonged mental effort with limited opportunities for breaks; average memory, taking into consideration the amount and type of information; moderate level of complexity for decision making.

This job description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

All personnel may be required to perform duties outside of their normal responsibilities to meet the ongoing needs of the parish.