

YOUTH MINISTER JOB DESCRIPTION:

Our Lady of Fatima Parish
200 N Dale Road
Moses Lake, WA 98837

POSITION DESCRIPTION:
Director of Youth Ministries

Date Prepared:
05/07/2015

Date Approved by Pastor:
mm/dd/yy

STATUS: Full-time

HOURS: 40 Hours per week

BENEFITS: Health Insurance

General Purpose of Position:

To build young disciples for Christ by developing and implementing a comprehensive approach to youth ministry (in the areas of group building, worship, discipleship, mission, and outreach) while serving as a spiritual leader and role model.

Organizational Relationship and Supervision:

The Youth Minister reports to the Pastor for spiritual and ministry guidance. The Pastor, in cooperation with the Parish Administrator, provides an annual evaluation of the YM's performance. The YM will be responsible and subject to Catholic Church policies and doctrine, local parish policies as determined by the Pastor and Parish Administrator. Attendance at the following meetings is expected: Weekly Staff Meetings, Parish Council, and Finance Council.

The Primary Task:

There shall be a comprehensive approach to the development and implementation of the youth ministries at all levels at Our Lady of Fatima Parish. This comprehensive approach is based on the understanding of the primary task of youth ministry to:

- love youth where they are
- encourage youth in developing their relationship to God
- provide them with opportunities for nurture and growth
- challenge them to respond to God's call to serve in their communities and world

Responsibilities:

1. Be an advocate for youth and educate the parish about the hopes, concerns and needs of youth in the parish and community.
2. Help plan, develop, and implement all aspects of a balanced youth ministry in the areas of group building, worship, discipleship, mission, and outreach.
3. Support and guide the work of the Pastor and the Parish Council or equivalent body in an annual process of evaluating the vision and goals of the youth ministry.
4. Mentor youth in developing their leadership skills.

5. Be aware of resources for developing the youth ministry programs and participate in continuing education events and training opportunities.
6. Recruit and train volunteers who work with youth in all aspects of youth ministry and ensure adequate volunteer support and adult to youth ratios.
7. Be a liaison between the church and other community organizations, people, and resources that relate to youth and youth ministries.
8. Coordinate Religious Education curriculum for youth (grades 6-12) and recruit teachers in partnership with the Director of Religious Education.
9. Coordinate and teach Confirmation classes in partnership with the pastor(s) and provide leadership for confirmands, sponsors, and parents beyond the classroom.
10. Work in partnership with the Religious Education Director and Parish Council to effectively reach youth in the parish and develop a strategic youth ministry outreach plan.
11. Keep records of youth participation and manage the youth ministry budget.
12. Communicate in a timely manner and as effectively as possible using all available resources (email, website, bulletin, newsletter, bulletin board, etc.). Ensure communication with church staff and leadership, parents, and the parish as a whole.
13. Make yourself available to youth in a variety of ways (i.e. lunch at school, attendance at extracurricular activities, visitation, times of crisis, etc.)
14. Work in concert with the gifts and talents of other staff members and maintain a teamwork mentality.
15. Ensure that the Safe Environment policies is observed in all youth ministry settings.

Qualifications and Aptitudes:

1. Must embrace Christian discipline and Catholic doctrine and theology.
2. Education:
 - a) Bachelor's Degree. A degree in Pastoral Ministry, Theology or related field is preferred.
 - b) Have a solid praxis in the Roman Catholic theological tradition.
3. Must have vision and a demonstrated ability to plan, develop, coordinate, manage and implement a youth ministry within the parameters of the Catholic Church.
4. Must have excellent written and verbal communication skills, conflict management skills, and computer skills.
5. Must possess a proven ability to work effectively with youth, diverse individuals, and teams of volunteers.