

**Title:** Coordinator of Youth Ministry

**Reports to:** Pastor

### **Primary Objective**

- Empowers young people to live as disciples of Jesus Christ in our world today
- Works to foster the total personal and spiritual growth of each young person
- Seeks to draw young people to responsible participation in the life, mission, and work of the faith community

### **Areas of Major Responsibility**

#### **Relational Ministry**

- Creates opportunities to interact with youth and sometimes parents in small group and on one-to-one basis
- Attends special school events and sports functions and visits schools when possible
- Makes home visits as time allows
- Is available for emergency and crisis counseling and/or referral for youth and parents as the need arises
- Models Catholic life style
- Acts as an advocate on behalf of youth before the church and the community

#### **Program Coordination**

- Administers, directs and coordinates the Confirmation Program
- Conducts the 9<sup>th</sup> grade sexuality program
- Coordinates and/or designs retreats
- Coordinates peer ministry program for Senior High youth
- Coordinates, supervises and plans liturgical opportunities involving youth participation
- Recruits, trains and supervises catechists and assistants for Junior and Senior High levels
- Evaluates, develops and implements Junior and Senior High faith formation program
- Sets goals and objectives for Junior and Senior High programs for the coming year
- Attends bimonthly staff meetings
- Acts as advisor to youth board
- Coordinates scheduled youth social activities

#### **Personal Growth**

- Participates in annual retreat and spiritual direction
- Is a member and participant in the professional youth network and/or peer support group

The Sample Job Descriptions for Youth Ministers are from the *Parish Job Description Manual*, published by the National Association of Church Personnel Administrators, 100 E. 8<sup>th</sup> Street, Cincinnati, Ohio. Used with permission. The *Parish Job Description Manual* also contains sample job descriptions for more than sixty parish positions and is available for purchase by contacting NAPCA at (513) 421-3134 or [nacpa@nacpa.org](mailto:nacpa@nacpa.org)