

# YOUTH MINISTRY JOB DESCRIPTION

ST. JOSEPH CATHOLIC CHURCH

207 S. Main

Manteno, IL 60950

**POSITION DESCRIPTION:** Coordinator of Youth Ministry (CYM)

**STATUS:** Full-time, Salaried

**HOURS:** 40+ hours per week

**BENEFITS:** Health Insurance and Pension

## **General Description of Position:**

Responsible for maintaining and growing the parish based pastoral ministry with youth. Reaches out to all youth in the community, provides for formal catechesis, invites and enables youth to serve others. Develops close communication with and mutual support from families of youth and collaborates with other community and parish youth organizations.

## **The CYM will be responsible for:**

### **Program Development:**

- Maintain and Develop current Junior High (6-8 gr) and High School (9-12 gr) youth ministry groups.
- Increase and maintain outreach to youth through parish Religious Ed. Program and other local activities such as school lunch, extracurricular activities, times of crisis etc.
- Evangelize and Disciple teens in the faith so they can live a full Christian life.
- Direct retreats for both High School and Middle School Ministries; Coordinate and attend mission trips and youth conferences; coordinate, supervise, and plan liturgical opportunities involving youth participation
- Is available for and has set times for meeting with youth and/or parents
- Develop leadership skills in youth

### **Recruitment and Training of Youth Leaders and Adult Volunteers:**

- Recruits, trains, assigns, and evaluates the youth leaders and adult volunteers; offers education programs and support for volunteers.
- Work with Core Team of adults to improve ministry in all areas (service, hospitality, formation)
- Have a close relationship with other parish ministries to keep youth ministry connected to the whole life of the parish
- Create and form a peer ministry team of Youth leaders.

### **Administration:**

- Maintains policies and record compliance with the Diocese of Joliet Protecting God's Children program and Safe Environment
- Maintains necessary office and program records and submits periodic reports
- Effectively publicize and promote programs and experiences

- Plan and organize fundraising opportunities to offset budget

**Communication:**

- Communicate effectively as possible using all available resources (ie. email, website, social media, YM newsletter etc.)
- Serve on the Faith Formation Commission by attending monthly meetings and Parish Pastoral Council Attend monthly diocesan youth ministry meetings and serve as liaison with the diocesan office of Teen Formation and their programs, services, and resources
- Be a presence in the St. Joseph community through its liturgical and social activities
- Promotes good public relations with the parish and local community
- Be able to understand, accept, and implement the vision statement of the parish pastoral council

**Job Qualifications:**

- Practicing Catholic who understands and supports the teaching of the Roman Catholic Church, acts as an example and role model in personal life
- Bachelor's degree in a related field or Certification in Youth Ministry or background in theology and educational methodologies with a willingness to move toward credential or degree
- Adept and proficient with Microsoft Office products
- Excellent written and verbal communication skills, conflict management skills, and a strong ability to multi-task
- Ability to comply with diocesan safe environment policies along with a valid driver's license and reliable means of transportation.

Resumes can be sent to:

St. Joseph Catholic Church  
C/O Jessica Dickson  
Email: stjoesre8116@yahoo.com