

PRIMARY FUNCTION: The Director of Youth Ministry (DYM) is responsible for the development and implementation of Youth Ministry programs to meet the spiritual, educational, and social needs of Catholic youth. The programs serve students in grades 6-12, and should integrate the seven components outlined by the USCC Department of Education in *A Vision of Youth Ministry (1976) (Renewing the Vision 1997)*. These include: Word, Worship, Community, Guidance and Healing, Justice and Service, Enablement, and Advocacy. The Director of Youth Ministry also directs the sacramental preparation for those youth wishing to receive the Sacrament of Confirmation.

WORKING RELATIONSHIPS:

- A. Is accountable to the Pastor; reports to the Parish administrator.
- B. Participates as a member of the parish staff in working for the good of the entire parish. .
- C. Maintains contact with the Diocesan Office of Youth Ministry; gains and maintains familiarity with diocesan guidelines and attends deanery faith development (FD) meetings.
- D. Collaborates as appropriate with the other members of the FD ministry on matters pertaining to the FD programs.
- E. Recruits, appoints, supports, and trains catechists (a.k.a. Adult Youth Leaders) and other volunteers.
- F. While we would warmly welcome the Youth Minister's participation in other parish activities on a volunteer basis, participation in volunteer activities will not be compensated.

MAJOR POSITION RESPONSIBILITIES:

A. **Program Development:**

- 1. Selects and develops curriculum and textbooks.
- 2. Directs the Confirmation preparation program in both the remote and immediate phases. Coordinates all aspects of this program including classes, retreats, workshops, service opportunities, and the liturgy of Confirmation.
- 3. Plans and organizes parish-based retreats and activities for youth.
- 4. Promotes and facilitates involvement in deanery and diocesan youth activities.
- 5. Organizes and directs fund-raising efforts to supplement the funds allocated in the budget.
- 6. Provides opportunities for service within the parish and for outreach to the community at-large.
- 7. Develops and organizes the community-building and student-leadership Development components of the Youth Ministry program.

A. **Administration:**

1. Prepares and disseminates annual Youth Ministry calendar of events, sessions, retreats, service activities, and social activities.
2. Schedules the above events in consultation with the scheduling coordinator.
3. Prepares and submits annual budget for the youth ministry programs for approval and administers it within approved parameters.
4. Collects and keeps all pertinent records for youth and Adult Youth Leaders and youth ministry activities.
5. Implements diocesan and parish policies.
6. Set up and maintain computer and hard copy files of attendance, youth staff members, youth and family information, sacraments received
7. Ensure compliance with all SAFE requirements with respect to youth ministry programs.
8. Maintain a youth bulletin board.
9. Insures appropriate sacramental records are maintained and recorded.
10. Develops a decrement list of off-site ministry opportunities and selects the primary opportunities for attendance in keeping within budget and time.

B. **Formation**

1. Youth Formation
 - a. Develops a Youth Council for the purposes which include:
 - i. The spiritual development of the youth members of youth ministry.
 - ii. The development of leadership skills within the group.
 - iii. Fostering the ongoing integration of youth in the larger parish.
2. Adult Formation
 - a. Assists the catechists in carrying out assigned responsibilities.
 - b. Oversees the instructional process including classroom supervision

C. **Communication:**

1. Attends parish staff meetings and communicates information about aspects of the Youth Ministry program.
2. Attends Youth Council meetings as an advisor to provide support and direction as appropriate.
3. Attends Office of Faith Development staff meetings as appropriate.
4. Attends Parish Pastoral Council meetings +/- semi-annually reporting on youth activities.
5. Communicates regularly with (Catechist) Adult Youth Leaders.
6. Shares information with parents about their youth and the program via parent meetings, letters, phone calls, etc.
7. Communicates regularly with appropriate supervisors.

QUALIFICATIONS AND WORKING CONDITIONS

A. Qualifications

1. Practicing Roman Catholic, in good standing, with knowledge of youth ministry and leadership skills.
2. Bachelor's Degree in Youth Ministry or related field required
3. Professional Certificate in Youth Ministry preferred (Center for Ministry Development)
4. At least three years experience in Youth Ministry.
5. Experience with Sacramental Preparation for Confirmation.
6. Knowledge of human and financial resource management.
7. Possess appropriate leadership, communication and people skills
8. Be willing to learn Diocesan policies and Saint Mark Church policies.

B. Working Conditions

1. This is a part time 20-30 hour a week position. Because of seasonality and the demands of the liturgical calendar, it is understood that these hours will not be ratably spaced throughout the year.
2. SALARY: Determined annually.
3. Benefits – depending on hours worked.