

Job Description—Director of Youth Ministry

Accountable to: Pastor of St. Thomas More

Status: Full-time, regular, exempt

General Summary: Create and direct an environment which leads the high school youth into a relationship with God through Jesus Christ and the Church. Engage teens in active participation in the celebration of the Eucharist, the teachings of Jesus Christ and the Church, and the experience of Catholic community. This position includes oversight of youth ministry activities at the St. Thomas More Newman Center and Sacred Heart and works in collaboration with Our Lady of Lourdes to create a city-wide Catholic youth program.

Principal Duties and Responsibilities:

- 1) Pastoral availability to all high school age youth from St. Thomas More and Sacred Heart Parishes.
- 2) Co-lead catechetical instruction and activities utilizing core team model and curriculum from Rebuilt in coordination with Youth Ministry team at Our Lady of Lourdes (CoMo Life Teen):
 - a. Recruit, train and supervise core team members.
 - b. Lead Sunday catechetical instruction and activities in coordination with youth ministry staff at Our Lady of Lourdes.
 - c. Plan, direct and coordinate (including fundraising) two annual retreats such as, but not limited to the Steubenville Summer Conference, Service Trip, Fall/Confirmation Retreat, etc.
 - d. Coordinate and facilitate occasional service projects.
- 3) Direct Confirmation preparation for students from the Newman Center and Sacred Heart following diocesan policies for juniors and seniors, including a retreat.
- 4) Serve as a resource person to teens, core team members, parents/guardians, and parishioners.

Administrative Responsibilities:

- 1) Serve as the primary staff person responsible for the youth ministry program by providing direction, planning, coordination and evaluation of programs.
- 2) Supervise Youth Ministry intern.
- 3) Collaborate with the CEP/EDGE Coordinator.
- 4) Determine and schedule appropriate meeting locations in each parish.
- 5) Attend staff meetings at the Newman Center.
- 6) Develop and manage ministry budget.
- 7) Maintain contact with high school youth and parents/guardians in a timely manner to keep them informed of activities through the parish websites, emails, social media, etc.
- 8) Communicate youth ministry events to staffs and parishes in a timely manner.
- 9) Maintain VIRTUS (Safe Environment) training records for all volunteers and core team members.

Supervisor: Pastor, St. Thomas More

Resources: Rebuilt Parish Association and some Life Teen resources. Decision Point Confirmation program.

Requirements:Educational:

- a) BA degree in religious education or theology preferred; Bachelor's required.

Experience:

- a) 2-3 years in youth ministry or related ministry.

Knowledge, skills, abilities:

- a) Confirmed, practicing Catholic.
- b) Qualified by State and Diocesan Policies and Regulations regarding prior accusation or conviction of sexual abuse.
- c) Well-developed communication skills.
- d) Liturgical ministry knowledge and experience.
- e) Emotionally and spiritually mature.
- f) Able to multi-task.
- g) Able to communicate the Catholic faith/teachings to youth.
- h) Able to attend and engage in continuing youth ministry education.
- i) Able to integrate contemporary world events with curriculum.
- j) Able to use Microsoft products: Word, Power Point, Excel and Google Drive.
- k) Familiar with the use of social media like Facebook, Twitter, and Instagram.
- l) Possess a working knowledge of AV equipment.

Physical:

- a) Must possess energy level comparable to teens.
- b) Must be sighted and capable of hearing.
- c) Must be able to lift and move 50 lbs.

Working Conditions:

- 1) Weekend, holiday and holy day duties
- 2) Travel between parishes
- 3) Students mainly draw from three public high schools and one Catholic high school.

Disclaimer Clause:

The above statements are intended to describe the general nature and level of work required of this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required.