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| **Accountability:**  | Reports to Pastor |
| **Supervisory Responsibility:**  | None or Supervisor |
| **FLSA Status:** | This position comes under the ministerial exception and is not subject to the Fair Labor Standards Act.  |
| **Hours:**  | Full-time or Part-time  |
| **General Summary:** | Furthers the mission of the Catholic Church by directing the religious formation programs for youth in the parish. Leads a parish youth ministry program founded in the Gospel that inspires and ignites the Holy Spirit in the hearts of the youth, according to the USCCB document *Renewing the Vision*.  |

**Principal Duties and Responsibilities**

**Recruitment and Training**

* Collaborate with the pastor in the recruitment, training, assignment, and evaluation of the youth ministry team. Assist in coordinating their participation in diocesan sponsored training programs.
* Monitor the efforts of volunteers and evaluate progress at least annually.
* Make special efforts to gain the endorsement, support, and involvement of adults (especially parents) in the parish.
* Define the responsibilities of each volunteer.
* Provide ongoing catechetical formation for volunteer leaders.

**Program Development and Administration**

* Gather data to understand the interests, attitudes, beliefs, and formation gaps of the youth.
* Assess data in light of the goals, components, and dimensions of the vision of youth ministry as described in *Renewing the Vision,* USCCB 1996.
* Continually engage in personal faith formation.
* Develop and implement inspiring programs that address the interests, attitudes, beliefs, and formation gaps of the youth.
* Submit and monitor an annual budget to the pastor.
* Maintain necessary records.
* Determine effective means for promoting and publicizing programs and activities.
* Provide opportunities for youth to hear and respond to the Gospel message to spread the good news. (Service opportunities, retreats, conferences, etc.)
* Assist with and participate in liturgical celebrations that involve the youth throughout the year.
* Attend all parish staff meetings and submit required reports timely.
* Effectively evaluate the youth ministry programs and achieve goals.

**Serve as a Liaison**

* Keep the parish community informed of the youth ministry programs.
* Advise, communicate, coordinate, and cooperate with other parish and diocesan organizations.
* Supervise the coordination of events, dates, and places in light of other parish and diocesan activities.
* Stay informed of developments directed toward improving youth ministry through attendance at diocesan, regional, and national conferences; regular reading and updating through current periodicals and websites; and membership in youth ministry associations.
* Be visible and available to youth and their families.
* Provide outreach ministry to schools and other places where youth congregate.
* Develop a network for reaching out to youth, particularly those who may not have a strong faith.

**Knowledge, Skills, and Abilities**

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| Education and Formation: | Formed according to the document *CoWorkers in the Vineyard of the Lord,* USCCB 2005. Also requires bachelor's degree or equivalent in theology or a related educational field and/or a certificate in ministry or theology from a Catholic institution of higher learning. |
| Experience: | Minimum of two years of experience as a catechist or involvement in other parish ministry required. Must have stayed current on trends in catechetical ministry. |
| Require: | Must be a practicing Catholic active in his/her parish. Must have a valid driver's license. Must pass background check and attend Virtus Child and Youth Protection Training.  |
| Physical Demands: | While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, and bending when coordinating various educational programs and presentations. Employee is expected to work onsite. Some travel is required throughout the school year. Weekend work is required.  |

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.