

**Heart of Mary Cluster  
Coordinator of Youth Ministry  
Job Description**

*The Heart of Mary Cluster, inspired by the Holy Spirit, provides a welcoming faith community in which we proclaim the Gospel of Jesus Christ by the way we live, by our worship together and in serving others.*

**Position:** Coordinator of Youth Ministry

**General Statement of Duties:** The Coordinator of Youth Ministry is a member of the cluster staff. The Coordinator is responsible for the faith formation program for grades 6-12 with responsibilities for specific programs as outlined below.

**Major Responsibilities:** *(The major responsibilities listed are intended only as illustrations of the various types of work that may be performed. Examples of duties that would be included in these areas of responsibility are listed on a separate page. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Serve as a member of the cluster staff and administration team, offering input regarding programs and activities in the cluster.
2. Ensure or implement sacramental preparation for Confirmation.
3. Oversee catechetical instruction programs for youth in grades 6-12.
4. Maintain communication with and ensure resources are provided for families with pre-teen/teenaged children.
5. Oversee community building and/or spiritual opportunities for teens (i.e. retreats, conferences, youth rallies, NCYC, prayer groups, service trips)
6. Ensure compliance with Archdiocesan Safe Environment Policies.
7. Provide written reports to Faith Formation Commission (FFC) prior to scheduled meetings and attend FFC meetings (the FFC meets five times per year).
8. Support and endorse diocesan, pastoral council and faith formation commission policies.
9. Provide support and supervision of site supervisors, catechists and program volunteers.

**Job Scope:** The position will include both routine, recurring activities and many one-time or non-regular tasks. Incumbent operates from general directions, but also determines own practices and procedures, performing with minimal to moderate supervision.

**Communication/Client Contact:** Contacts are normally made inside and outside the Parish/Cluster. Contacts frequently contain confidential/sensitive matters.

**Qualifications:**

1. A confirmed, practicing Catholic in good standing with the Church and a registered member of a Catholic parish
2. Possess strong interpersonal skills and the ability to work collaboratively with other staff, catechists, volunteers and parishioners
3. Proficient with technology and social media
4. Ability to prioritize workload to meet demands
5. Excellent communication skills (both verbal and written)
6. Organizational skills with the ability to meet deadlines
7. High level of accuracy and attention to detail with the ability to maintain confidentiality.
8. Proficiency in utilizing the Bible, the Catechism of the Catholic Church and other church documents
9. Possess/demonstrate the following personal traits: strong work ethic, flexibility, positive outlook, inclusivity, welcoming attitude and willingness to learn and/or adapt

**Education and/or Experience:**

A degree in theology/religious education or related educational field or possession of a certificate in pastoral or youth ministry would be preferable. Consideration will also be given to experience working with Catholic youth in a formation setting.

**Physical Demands:**

While performing the duties of this job, the employee may be required to lift and move items up to 30 pounds.

**Working Environment:**

Entails frequent evening and weekend work.

*The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Supervises:**

Supervises or assists with catechists, aides, and other support staff as assigned.

**Heart of Mary Cluster**  
**Coordinator of Youth Ministry**  
**Example of Duties/Expectations in areas of Defined Responsibility**

**Faith Formation – 6<sup>th</sup> thru 12<sup>th</sup> grade**

- Ensure that faith formation programs and opportunities are appropriately staffed with competent and faith-filled volunteers.
- Recruit and regularly communicate with catechists; provide for their on-going training and maintain files to ensure all catechists have basic certification as established by the Archdiocese
- Ensure that the program has all the resources needed to be successful (textbooks, technology, materials) and that the resources comply with the curriculum policies of the Archdiocese.
- Coordinate/oversee all aspects of the sacramental preparation of high school students for the celebration of Confirmation – including but not limited to parent meetings, retreats, service projects and maintaining appropriate records including verifying sacramental records
- Assist with the preparation of liturgical celebrations for special occasions as appropriate
- Collaborate with the Coordinator of Faith Formation in developing the yearly calendar and in preparing and managing the Faith Formation portion of the cluster budget.
- Collaborate with Coordinator of Faith Formation in updating parent/guardian handbook and presenting it to Faith Formation Commission.

**Youth Ministry**

- Develop and maintain a youth ministry program that flows from the faith formation program of the youth
- Integrate catechesis into youth gatherings
- Oversee all youth activities, ensuring safety of all
- Help youth discover and use their gifts and talents
- Maintain all proper paperwork – permission forms, liability waivers, etc.
- Fundraising! Seek approval and oversee planning and implementation of events
- Maintain social media platforms such as Facebook, Twitter and Instagram to reach youth
- Assess program effectiveness and make necessary changes as appropriate

**Other**

- Encourage and advocate for participation of youth in the life of the parish - including liturgical ministries and committee membership.
- Maintain regular communication with the Pastor/Parish Life Coordinator and other members of the parish/cluster staff.
- Maintain regular office hours
- Network and collaborate with other Faith Formation Leaders
- Remain connected with the Archdiocesan Pastoral Staff and respond to data requests regarding faith formation programming.