Hiring a Parish Youth Ministry Coordinator

The task of Youth Ministry belongs to the parish community. It is the parish’s responsibility to make sure young people receive the level of ministry that they need. The Coordinator of Youth Ministry is hired (or “volunteered”) to oversee and direct the ministry to young people while calling upon the various gifts and resources of the community to minister to and with young people.

Why hire a Coordinator of Youth Ministry (CYM)?

The parish needs someone with the right skills to give direction to the ministry and help keep the ministry within the vision for youth ministry. While the CYM is chiefly responsible for moving youth ministry forward, the CYM isn’t the only youth minister responsible for the ministry. The CYM convenes and leads the core team of parish youth ministers which typically includes adult volunteers and young people using their leadership skills. Good leadership is crucial for the success of effective ministry.

What do we do first? Assess needs and resources.

Why do we need a CYM and a Youth Ministry Program? Articulate this need to the parish.
What are the age demographics of our parish?
What are the needs of the parish community and the needs of young people and their families in the community? Spiritual needs? Catechetical needs? At risk issues? Socialization needs?
Can we afford a CYM salary? Part time or full time?
In addition to the salary, can we afford a program budget and other associated expenses?
Can we a pay a just salary?
Are we a vibrant faith community with adults willing to step forward to help as volunteer youth ministers?
Do we have access to good space for youth gatherings?
Is the parish leadership solidly behind youth ministry and this plan? (Pastor, Parish Pastoral Council)
What age groups will we primarily focus on with our ministry? Jr High/middle school? High school? Young Adult (18 plus)? Other?
How will this ministry interface with other ministries that impact youth? Catholic school, PSR, etc...
Pray for the right person to surface and for the wisdom to know whom to select.
Planning to hire a CYM
Create a committee to assist with the hiring process and design and on-going evaluation of the ministry.
Develop a job description.
Generate a general idea of where you want the ministry to go and how you want it structured, using the USCCB Document, Renewing the Vision: A Framework for Catholic Youth Ministry, as your guide.
Create a budget.
Set some initial criteria for what you want in your job candidates.
Draw up a contract.

Hiring a CYM
Appoint an interview team. The Pastor should be part of the team or at least review all the candidates and be part of the final selection process.
Advertize the position.
Review resumes and select the candidates that meet your criteria.
Interview fairly and thoroughly.
Check references on those who make the final “cuts”. Also make sure they are in diocesan compliance for child protection or willing to get compliant.
Offer the position.

Orient your new CYM
Publicly announce and welcome the new CYM. Get the parish support for the CYM.
Help the CYM settle into the new position and get comfortable with the rest of the staff.
Complete all the human resources details—salary and benefits paperwork, compliances, etc...
Have the CYM meet with the Youth Ministry Committee that helped with the hiring process to discuss direction for the program; arrange periodic meetings to report progress and evaluate the CYM’s work and needs.
Connect the CYM to the Diocesan Youth Ministry Office and other needed resources.
Create a process for the CYM to meet with and report to the Pastor on a regular basis.