



□ POLICY

■ GUIDELINE

YOUTH MINISTRY PERSONNEL

SAMPLE JOB DESCRIPTION - COORDINATOR OF YOUTH MINISTRY

The following is a job description for full-time coordinators of youth ministry. It is based on responsibility and accountability, as established through specific standards of performance. The specific standards of the coordinator of youth ministry have been categorized into four major areas. They are as follows:

**PROGRAM DEVELOPMENT
RECRUITMENT AND TRAINING OF LEADERS
ADMINISTRATION
COMMUNICATION**

TITLE: Coordinator of Youth Ministry

REPORTS TO: Pastor

GENERAL DESCRIPTION

Responsible for developing a parish based pastoral ministry with youth. Reaches out to all youth in the community, provides for formal catechesis, invites, and enables youth to serve others. Develops close communication with and mutual support from families of youth and collaborates with other community and parish youth organizations. This position can be terminated at-will by the pastor or coordinator.

I. PROGRAM DEVELOPMENT

- a. creates and develops core group and provides for its enrichment
- b. develops leadership skills in youth
- c. develops a network for reaching out to youth, particularly to the alienated
- d. is available for and has set times for listening, advising, and referral
- e. plans, coordinates and implements weekend retreats and evenings of prayer reflection
- f. develops the kind of relationship with parents that are conducive to open communication between parents and youth
- g. provides opportunity for youth to hear and respond to the Gospel message
- h. assists in the preparation of occasional liturgical celebrations for youth



300.16 (cont'd)

□ POLICY

■ GUIDELINE

YOUTH MINISTRY PERSONNEL

II. RECRUITMENT AND TRAINING OF LEADERS

- a. recruits, trains, assigns, and evaluates the youth leaders. Coordinates participation in diocesan sponsored training programs
- b. serves as an advisor and support to youth leaders
- c. monitors the efforts of volunteer leaders and evaluates progress
- d. makes special efforts to gain the endorsement, support, and involvement of all adults, especially parents and parish organizations
- e. defines the responsibilities of each adult leader/advisor
- f. publicizes and offers education programs and support systems for volunteer leaders

III. ADMINISTRATION

- a. initiates ways of gathering data on the needs, interests, attitudes and beliefs of youth
- b. plans, organizes, and implements programs/experiences that provide a holistic approach in meeting the needs/interests of youth
- c. submits annual financial report and budget; administers budget throughout the year
- d. maintains necessary office and program records, including a log of activities and time
- e. determines effective means for publicizing and promoting programs and experiences
- f. submits periodic reports to the pastor detailing programs in youth ministry
- g. initiates procedures for evaluating all aspects of the parish's ministry to youth

IV. COMMUNICATION

- a. keeps the parish faith community informed of youth ministry activity and goals
- b. advises, communicates and cooperates with other parish and diocesan organizations
- c. works with youth ministry team on goals and programmatic ideas for meeting needs
- d. participates in parish governing structures to insure greater participation of youth in parish life and to facilitate communication and decision-making
- e. supervises and coordinates scheduling of youth events and activities
- f. keeps informed through attendance at diocesan, regional, and national conferences, regular meetings, and membership in professional associations
- g. is aware of community agencies and resources that interface with youth
- h. sets annual goals and objectives for each Junior/Senior High program as requested