

Archangel Gabriel Parish

JOB DESCRIPTION

Position Title:	Coordinator for Youth Ministry
Reports to:	Director of Engagement
Direct Reports:	No paid direct reports
Provides direction to:	Volunteer support teams
FLSA:	Full Time Exempt
Hours:	Average 40 hours per week
Salary:	Commensurate with experience

Archangel Gabriel Parish is the fruit of the consolidation of Holy Trinity, Saint Malachy, and Saint John of God parishes.

The Coordinator for Youth Ministry is responsible for overseeing the ministerial efforts directed to adolescents. As such this person is responsible for designing, organizing, and implementing ministries that support the formation of adolescent members of the parish as disciples of Jesus Christ and as valued members of the faith community. This person works with parish staff and volunteer teams to provide opportunities for catechesis, youth retreats, missionary outreach, service, and socialization.

In order to accomplish this work, the Coordinator for Youth Ministry takes responsibility for his/her own personal and ministerial growth by participation in local diocesan programs of formation, especially those specifically tailored to this work by the diocesan office; the National Federation for Catholic Youth Ministry (NFCYM); and other national organizations and conferences such as Life Teen, Steubenville Conferences, etc.

Responsibilities and Tasks

In collaboration with the Director of Engagement, the Coordinator for Youth Ministry's responsibilities and tasks include:

- Provides vision and goal-centered coordination for the parish's efforts in ministry to young people and their families in middle school (6th - 8th grade) and high school (9th - 12th grade).
- Plans, develops, promotes, grows, and assesses year-round developmentally age appropriate evangelization to awaken youth to a living relationship with Jesus Christ.
- Identifies, recruits, trains, and provides on-going support for volunteers who work with youth in all aspects of ministry.
- Coordinates and leads ministry activities such as weekly youth nights, monthly activities, small group discipleship groups, retreats, pilgrimages, and mission trips.
- Leads the engagement team's collaborative work in the strategizing, planning, and executing of the immediate confirmation preparation of 8th grade youth.
- Coordinates with Archangel Gabriel School and is a presence to the 6-8th grade students.
- Is present at Masses and various events at Archangel Gabriel Parish campuses.
- Encourages young people to become involved in the liturgical life of the parish by becoming, servers, readers, hospitality ministers, and sacred musicians and vocalists.
- Implements best practices even when these are in tension with the historical trajectory of the predecessor parishes. The Coordinator for Youth Ministry will press graciously but firmly for reform even against resistance and recrimination.
- Communicates regularly with parents, seeks input as appropriate, and implements services and ministries for parents.
- Uses various means of communication (e.g. social media, bulletin, website, Flocknote, etc.) to engage the parish at large, parents, and middle school aged youth.

- Maintains several points of contact with young people and families, being present in a variety of ways, locations, and times, such as sporting events, musicals, and other spaces young people gather.
- Serves as a collaborative member of the Engagement Team and assists in creating parish engagement.
- Participates in both Engagement Team and parish staff meetings as required.
- Serves as liaison between Archangel Gabriel School faculty and the Engagement Team regarding youth ministry.
- Submits a budget to the Director of Engagement by February 1 of each year.
- Collaborates with the Coordinator of Safe Environments to ensure that all requirements, policies, and mandates for volunteers are in compliance with the Diocesan Office of Child and Youth Protection.
- Plans, promotes, and attends special events, trainings, and meetings (National, regional, diocesan, vicariate, district, etc) to improve self and others both professionally and personally, as agreed upon.
- Serves as the liaison with the current diocesan office of youth ministry.
- Other duties as assigned and agreed upon.

Competencies and Skills

1. Personal Competencies:
 - a. The Coordinator of Youth Ministry shall have demonstrated in previous volunteer or paid positions a fidelity to the faith and tradition of the universal Church and shall manifest the intention to adhere in future work to the faith, tradition, and discipline of the universal Church, the local diocesan Church and the parish.
 - b. The Coordinator of Youth Ministry shall have the good physical and psychological health commensurate with the responsibilities of the position and shall possess personal qualities that exhibit a prayerful spirit, maturity (both personal and spiritual), flexibility, initiative, adaptability to pastoral situations, and strong interpersonal skills.

2. Educational Competencies:

- a. The Coordinator of Youth Ministry is to have a bachelor's degree or higher in the area of theology or evangelization. Special consideration will be given to candidates who have received formation from a nationally recognized religious order or lay apostolate (e.g. FOCUS, NET, Christ in the City, Saint Paul's Outreach, etc).

3. Professional Competencies:

- a. Deft ability to build and supervise strengths diverse teams.
- b. Deep understanding of middle school and high school adolescent culture.
- c. Proficient in Microsoft Office and various social media and communication platforms.
- d. Adept ability to affirm and call forth the unique gifts of youth and the adults serving them by providing opportunities for their ongoing spiritual growth, leadership development, and vocational discernment.
- e. Clear familiarity with (or be prepared quickly to acquire familiarity with) the following background materials to the reform:
 - *Forming Intentional Disciples* by Sherry Weddell
 - *Divine Renovation* by James Mallon
 - Bp. David Zubik's pastoral initiative, *On Mission for The Church Alive!*

Cardinal's Clause

A signed copy of the Cardinal's Clause must be kept on file for the communications coordinator.

Date of review: _____

Signature of employee: _____

Signature of pastor or delegate: _____