

Pax Christi Catholic Church

To help people encounter, become and share the peace of Christ

All staff roles engage parishioners in formation, the life of our parish, and service opportunities within Pax Christi and the wider Rochester area.

Coordinator of Youth Ministry Role

*This role assists in the **advancement of the mission and vision** of Pax Christi Church through these responsibilities:*

Key Ministry Responsibilities with Time Budget:

60% Youth Faith Formation (6th-12th Grade), including preparation for Confirmation

30% Youth Ministry and Summer Programming

10% Coordinate parish outreach to college age students

Youth Faith Formation & Confirmation Preparation

- Catechetical formation of students at Pax Christi Church
- Recruit and train volunteers and catechists
- Prepare curriculum and lesson plans
- Manage and prepare materials, resources, and supplies
- Communicate details with youth, parents, and catechists
- Organize/lead student retreat opportunities
- Organize the Confirmation Liturgy
- Implement and report on diocesan safe environment initiatives (Circle of Grace/Virtus)
- Assist with children's faith formation programs as directed

Youth Ministry and Summer Programming

- Coordinate youth ministry efforts and opportunities beyond faith formation
- Recruit and train volunteers
- Coordinate youth summer programming e.g. camps/retreats/trips

Outreach to College Students

- Coordinate parish efforts in maintaining connections with college students

Assistance to the Director

- Assist in developing an annual calendar for youth and young adult ministries
- Assist in preparing an annual budget for youth and young adult ministries

Role Relationships and Communications:

- Assist in communicating youth and young adult ministries information
- Connect children, youth, and families to formation and ministry opportunities
- Develop relationships with youth, parents, and volunteers to foster their growth as disciples
- Serve as an advocate for youth and college age young adults in the parish and larger community
- Collaborate on local and diocesan youth and young adult efforts as directed

Role Expectations on the Pax Christi Staff:

Regularly attend and contribute to:

- Meetings with the Director of Children, Youth and Family Ministry
- Pax Christi staff and faith formation meetings
- Auxiliary parish staff/committee meetings as directed
- Rochester area youth ministry meetings as directed

Grow in knowledge, skills or understanding through:

- Diocesan meetings and workshops
- Continuing education related to role or generally as a staff member
- Spiritual formation opportunities
- Guidance and feedback from other parish leadership and parishioners
- Acceptance and completion of other duties as assigned

Knowledge, Skills, and Abilities Required

- Must be an active member of Roman Catholic parish faith community
- Must teach, adhere to, and strive to live out the values of the Catholic faith
- Bachelor's degree; preferred areas of study include Religious Studies, Education, Pastoral Ministry, a related field, or be able to demonstrate how previous experience can be substituted
- 3+ years of volunteer/paid experience in youth ministry or related field
- Excellent verbal communication skills
- Excellent proficiency in written forms of communication

Working Conditions

Full time, exempt position will include evening and weekend hours averaging 40 hours per week (note some weeks may require more hours than others based on scheduled activities)

Accountability

The Coordinator of Youth Ministry is accountable to the Director of Children, Youth, and Family Ministry, who will conduct an annual review with the Parish Administrator

Compensation

Salary with benefits based on level of experience and as agreed up with the pastor and parish administrator

Office:	Faith Formation	Location:	Pax Christi Office
FLSA:	Exempt	Reports To:	Dir of Children, Youth, and Family Ministry
Benefit Eligible	Yes	Date Prepared:	Nov, 2019
Work Schedule	Full time, regular evenings and weekends	Most Recent Revisions:	July, 2021