



# ELEMENTARY YOUTH MINISTER

## Job Description

### September 2017



#### **PARISH MISSION:**

“Guided by the Holy Spirit, we are a community centered in the Eucharist. We seek to live our faith, to grow in holiness, and to proclaim the love of Christ through service to all.”

#### **JOB PURPOSE:**

This position is responsible for the leadership, organization, coordination, evaluation, and growth of the Nazareth Elementary (grades K – 4) program. Nazareth Elementary ministers to both St. Mary School and public school students.

#### **GOALS & OBJECTIVES:**

Working closely with the Disciples of the Hearts of Jesus and Mary, the incumbent will facilitate growth of ministries and access the needs, assist in the development of, and implement Nazareth Elementary program. The incumbent will accomplish this through the following functions:

- ◆ Nazareth Elementary program (grades K – 4) to include Nazareth Elementary Day Camp during the summer months
- ◆ All staff and volunteer training and management
- ◆ Administrative Tasks

#### **REPORTS:**

Direct Manager: Director of Catechesis & Evangelization

Guidance & Inspiration: Disciples of the Hearts of Jesus and Mary

#### **TYPE:**

Non-Exempt, Hourly, Part-time: 20 hours per week

Will work flexible schedule as necessary (nights, weekends)

#### **DUTIES & RESPONSIBILITIES:**

##### **Development, Implementation, and Administration of Nazareth Elementary Program to include Camp St. Mary**

- ◆ Creating curriculum and lesson plans in conjunction with the DCJM, working closely under their direction so that the Nazareth vision is clearly understood and implemented
- ◆ Reviewing and evaluating curriculum resources in conjunction with the Pastor and the Director of Catechesis & Evangelization
- ◆ Lead Teacher/Facilitator for weekly program, organizing and facilitating “special” activities such as hikes, camping trips, etc.
- ◆ Coordination with school and facilities personnel and other departments as needed concerning scheduling of classrooms and other facilities
- ◆ Organizing and conducting registration and parent meetings in conjunction with the Children’s Ministries, St. Mary School, and main parish calendar
- ◆ Periodic thorough evaluation of program and plans for adjustments as needed based on evaluation results



**St. Mary Catholic Parish**

6853 S Prince St | Littleton, CO 80120 | 303.798.8506 | [stmarylitleton.org](http://stmarylitleton.org)

- ◆ Maintaining student records to include current enrollment forms, releases and parental permissions from students, ensuring adherence to all Archdiocesan rules and guidelines.
- ◆ Administrative duties:
  - Maintains student records to include current enrollment forms, releases and parental permissions, ensuring adherence to all parish and Archdiocesan rules and guidelines.

### **Coordination, Management and Scheduling of Volunteers**

- ◆ Leadership in the spiritual formation of catechists, aides and helpers
  - Planning and implementing a volunteer “Rule of Life” that includes retreats (3 or more per program year) as well as additional spiritual formation opportunities
- ◆ Recruiting, preparing and training volunteer ministers, aides and helpers
  - Volunteers will include adults, high school, and middle school age individuals.
    - Collaboration with Youth Ministers will be required.
    - Planning and execution of at least 4 day retreats during the program year.
- ◆ Coordinating Safe Environment Training, background checks and maintaining accurate and up-to-date records on all volunteers

### **General**

- ◆ Attend scheduled Parish Staff meetings and Dept. Meetings
- ◆ Keep open lines of communication with members of the Parish Staff

### **TECHNICAL SKILLS & KNOWLEDGE PROFILE:**

- ◆ College-level courses in theology or education and/or equivalent experience
- ◆ Experience in catechizing or teaching in a Catholic school or parish religious education program
- ◆ Knowledge of and adherence to Church teaching, doctrine and procedures
- ◆ Administrative experience which involves the administration of programs and the supervision of personnel
- ◆ Computer skills, preferably experienced in all Microsoft Office programs (Word, Excel, Access, & Power Point)
- ◆ Solid knowledge and understanding of fundamental database concepts (i.e. input, storage, retrieval, reporting, etc.) as demonstrated by prior work or academic experience
- ◆ Competence in budget planning
- ◆ Competence in volunteer recruitment, training, and management

### **PERFORMANCE MEASURES (Performance appraised based on):**

- ◆ Cooperation and teamwork: works well with others
- ◆ Judgment in job performance: decision making ability
- ◆ Reliability and quality of work: achieves results
- ◆ Mission of the Church: connects the work of the parish office to the parishioner experience
- ◆ Takes initiative: develops continuously
- ◆ Communication: professional demeanor and interpersonal skills
- ◆ Supervision and leadership: leads courageously



**Code of Conduct:**

The employee will provide an example to the parish community by maintaining good standing in the Catholic Church through adherence to the laws of the Church and through practice of the Faith by living a sacramental, moral Catholic life including regular Mass attendance. Employee shall be an active member of a Roman Catholic Parish and support the teaching, philosophy and goals of the Church.

As all Archdiocesan employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work. Every employee of St. Mary Catholic Parish is expected to model virtue and justice:

- Create a warm, welcoming, positive and cheerful workplace for both staff and parishioners
- Foster respect and dignity of all; do not gossip, slander or malign others
- Embrace a spirit of docility, obedience, and accept the leadership and vision of the Pastor
- Maintain confidentiality in all aspects of the job
- Demonstrate reliability, punctuality and personal integrity; personal issues do not interfere with managing work responsibilities
- Adhere to business professional dress code

Signatures and Approvals

<p><u>Review and Approval:</u></p> <p>Pastor: _____ Date: _____</p>
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<p><b>ACKNOWLEDGEMENT AND APPROVAL:</b></p> <p>NAME: _____ DATE _____</p> <p>MANAGER: _____ DATE: _____</p>
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