



HIGH SCHOOL YOUTH MINISTER Job Description March 2018

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 oversight/coordination of all high school (Emmaus), and all youth ministry efforts including Disciples Spanish Exchange Program. The position also includes planning/ coordination/execution of High School Pilgrimages, Summer Camps, and Mission Trips.

GOALS & OBJECTIVES:

In conjunction with the vision and under the supervision of the Pastor and the Director of Evangelization and Catechesis, the incumbent will assess the needs, assist in the development of, and implement all high school youth ministry programs. The incumbent will establish and maintain parish-wide communications to staff and parishioners through the following functions:

- Management and leadership of all St. Mary Catholic Parish High School Youth Ministry efforts including EMMAUS and the Disciples Spanish Exchange Program.
- Planning/coordination/execution of conferences, service opportunities, retreats, pilgrimages, summer camps, and mission trips
- Works closely with the Middle School Youth Minister, collaborating together as a team to form a unified program and assisting each other as needed

REPORTS:

Direct Manager: Director of Evangelization and Catechesis

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

TYPE:

Exempt, Salaried, Full Time: 40+ hours per week with benefits.

Able to work flexible schedule as necessary (nights, weekends).

DUTIES & RESPONSIBILITIES (to include but not limited to):

Management & Leadership

- Recruit, manage and form volunteers or interns assigned to Youth Ministry programs.
 - Offer education, formation opportunities, and support systems for volunteer ministers.
- Implementation and management of a team of volunteers to assist with administrative duties.
- Submit and review weekly activity reports to the Director of Evangelization & Catechesis, detailing programs and assessing opportunities for growth
- Attend & participate in weekly department meetings and bi-monthly staff meetings
- Set annual goals and objectives for youth ministry programming

- Initiate procedures for evaluating the effectiveness of youth ministry programs in the parish by creating an activity evaluation template that includes “next steps”.
- Communicate to staff to facilitate communication and decision making
- Represent the parish and keep informed through attendance at diocesan, regional, and national youth ministry conferences
- Create a High School Youth Ministry handbook that includes:
 - Volunteer minister job descriptions and expectations
 - Participant and parent job descriptions and expectations
 - Program descriptions and goals
 - Ministry Calendars
- Publicize and offer education programs and support systems for volunteer leaders
- Coordinate participation in diocesan sponsored training programs
- Effectively communicate to gain the endorsement, support, and involvement of parents and parish organizations

High School Youth Ministry (EMMAUS)

The Youth Minister is responsible for the development, administration, and growth of the high school program (in conjunction with the Director of Evangelization and Catechesis and the Disciples of the Hearts of Jesus and Mary) and is responsible for communication to parents, priests, and parish staff. Duties include:

- In conjunction with DCJM, write, research, and evaluate curriculum for the weekly Emmaus Sisterhood and Brotherhood small groups based on a rule of life (virtue, promise to Mary), apologetics, Theology of the Body, mission, and vocation
- Manage, train, and support adult leaders and teen captains for Sisterhood and Brotherhood groups, empower adults and teens in their God-given gifts, evaluate, adapt, and grow the Emmaus Sisterhood and Brotherhood small groups
- In conjunction with DCJM and Emmaus Sisterhood and Brotherhood Leaders, plan, coordinate, lead, and evaluate monthly Emmaus Large Group Event
- Coordination of high school retreats, trips and special events including necessary safety/legal paperwork.
- Regular communication with high school parents.
- Representation of Youth Ministry at St. Mary School by participating in the SMS Campus Ministry program in partnership with the Middle School Youth Minister.

Spanish Exchange Program

The Youth Minister is responsible for the development and administration of the Spanish Exchange Program (in conjunction with the Disciples of the Hearts of Jesus and Mary) and is responsible for communication to parents, priests, and parish staff. Duties include:

- In conjunction with the Pastor, responsible for visioning, implementation, and oversight of new plan to make the annual summer Disciples Spanish Exchange Program an integral part of EMMAUS High School Youth Ministry
- Supervision and oversight of stipend employees
- Coordination with counter-part in Spain
- Create a Disciples Spanish Exchange Handbook that includes:
 - Minister job descriptions and expectations for both employees and volunteers
 - Participant and parent job descriptions and expectations



- Program descriptions and goals
- Program Calendars

Coordination of Pilgrimages, Summer Camps, Backpacking Trips, Mission Trips, etc.

- Serve as the primary lead for all high school pilgrimages, summer camps, backpacking trips, and extraordinary activities
- In conjunction with the Middle School Youth Minister, coordination and implementation of mission trips - domestic and foreign
- Oversight and management of all associated fundraising activities
- Oversight and management of the production of program booklets for all of these extraordinary activities

Collaboration with Middle School Youth Minister

- Regular meeting and planning with Middle School Youth Minister to ensure compatibility, continuity and consistency between programs
- Build personal relationships with middle school students and parents, serving as a role model and helping to facilitate transition into Emmaus program.

TECHNICAL SKILLS & KNOWLEDGE PROFILE:

- Bachelor's degree in theology/catechesis; related equivalent work experience in Youth Ministry
- Understands the Catholic faith and is an active, practicing member of a Catholic parish
- Knowledge of and adherence to Church teaching, doctrine and procedures
- Highly competent at building and maintaining relationships with teens and young adults
- Knowledge and/or experience in writing curriculum for youth ministry
- Familiar with Theology of the Body teachings
- Demonstrated experience in management with planning and organizational skills for coordinating activities of staff, volunteers, and programs
- Excellent quantitative and qualitative analytical skills and well-developed critical thinking patterns
- Leadership skills in group dynamics, interpersonal relationships, conflict management, and team dynamics
- Public relations ability including writing, editing & public speaking communication skills
- Excellent computer skills, preferably experienced in all Microsoft Office programs (Word, Excel, Outlook, & Power Point)

PROFILE FOR SUCCESS:

- Dynamic, energetic and authentic passion for seeing young people come to Christ
- Cooperation and teamwork: works well with others, takes direction well
- 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



The employee is expected to be a practicing Catholic in good standing with the Catholic Church and an active member of a Roman Catholic Parish.

As all Archdiocesan employees represent the Roman Catholic Church, they are expected to conduct themselves according to the teachings, 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>

<p>ACKNOWLEDGEMENT AND APPROVAL:</p> <p>EMPLOYEE: _____ DATE _____</p> <p>MANAGER: _____ DATE: _____</p>
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