



# Service Opportunity

## Youth Ministry Office Volunteer Nazareth Middle School Youth Ministry and Confirmation

**Position Title:** Youth Ministry Office Volunteer (ages 14 and up)

**Reports to:** Middle School Youth Minister, Laura Potter

**Scheduled shift:** Weekly or Bi-weekly commitment

**Length of Commitment:** 1 year (August-May), renew term commitment after that

**Job location:** St Mary Pastoral Center

### Position duties:

- Faithfully Attend Sunday Mass and Holy Days of Obligation
- Commit to a "Rule of Life" (Relationship with God/Daily Prayer, Relationship with Family, Mission to Nazareth Youth & Families, Living Vocation)
- Filing, organizing youth folders
- Registrations, deposits, check requests
- Printing, making copies
- Other office duties

### Details of Position:

- Schedule a weekly or bi-weekly time to come work in the office with Laura
- Learn the systems and procedures for the youth office
- Offer your own organizational ideas and communicate well with Laura
- Dress appropriately for leading parish children and families (modest, comfortable, neat and presentable).
- Youth Ministry Office Volunteers are expected to represent the church, parish and DCJM well, and demonstrate good ministry skills by being polite, patient, encouraging and engaging with the program children, families and other ministry leaders.