



Position Description

Position Title: Director of Youth Ministry	
Department: Youth Ministry	
Status: Salaried - Exempt	
Reports To: Pastor	
Approved By:	
Rev. J. Taranto	01/12/2012
Pastor	Date
Gayle LaPlante	01/22/2012
Director of Administration	Date
<p>Job Summary: The Director of Youth Ministry ensures the success and mission of St. Mark's parish by developing, administering, and facilitating a comprehensive ministry program for youth grades 6-12. The vision of the youth ministry program will successfully incorporate the framework for Catholic Youth Ministry as outlined in <i>Renewing the Vision</i>, published by the USCCB (United States Conference of Catholic Bishops).</p>	
<p>Essential Functions:</p> <p>Faith Formation</p> <ul style="list-style-type: none"> • Design and implement a systematic (regularly scheduled), developmentally appropriate faith formation curriculum for all Youth age groups, including sacrament preparation where needed. • Incorporate a variety of delivery methods to engage participants and ensure effective faith formation (e.g. retreats, action-learning, guest speakers, service projects, etc.) • Coordinate program logistics, including scheduling, facilities, catechist formation, volunteer scheduling, etc. • Assess and evaluate program effectiveness and make continuous improvements as needed. <p>Service</p> <ul style="list-style-type: none"> • Identify service opportunities both within the parish and the broader community. Opportunities generally include a mix of short-term local projects and longer-term summer missions (which require overnight travel with the group). • Coordinate all elements of the service work, including trip logistics, safe environment compliance, chaperone recruitment, and formation. • Develop process to integrate service project/mission key learning into faith formation programs. <p>Community Life (Youth Community/Social)</p> <ul style="list-style-type: none"> • Plan social events that promote community building and youth leadership development (i.e. National Catholic Youth Conference [NCYC], Worlds of Fun, sporting events, lock-ins, etc.) • Coordinate all elements of the events, including trip logistics, safe environment, chaperone recruitment, etc. <p>Parish Life (Involvement in Parish Community)</p> <ul style="list-style-type: none"> • Encourage youth participation in parish events and ministries, for example: serving as liturgical ministers, music ministry, attending intergenerational events (prayer, formation, etc.) • Encourage youth-sponsored parish events, such as Business Expo, Rummage Sale, Service Projects, etc. <p>Advocacy/Pastoral Care (Relationship Forming)</p> <ul style="list-style-type: none"> • Foster positive relationships with the youth, parents, families, catechists, and volunteers. • Provide faith formation guidance/resources to parents to reinforce concepts at home. 	

Administration/Management

- Recruit and train small group facilitators, catechists and any other volunteers needed for programs.
- Serve as a Staff Liaison to the Christian Formation Commission to assist in implementing the parish plan.
- Plan and execute fundraising activities for Youth Activities as needed and within parish fundraising parameters (currently a golf tournament, rummage sale, business expo, and ham sales).
- Collaborate with parish staff colleagues when planning Youth Ministry program to ensure effective integration with the overall parish calendar and alignment with mission/programs.
- Assist in securing/locking up facilities, including evening and weekends.
- Develop and submit annual budget proposal; comply with budget directives and manage programs in accordance with final budget.
- Learn and utilize general parish administrative processes (census program, scheduling processes, check requests, expense reporting, e-mail/website protocol, etc.)
- Read and apply the Diocesan Handbook for Ministry With Youth.
- Collaborate with other Diocesan Youth Ministers for personal development, networking, and potential partnering opportunities.
- Ensure that all volunteers/catechists have completed current safe environment requirements. Ensure that all program materials and communication mediums comply with safe environment and diocesan policies (e.g. social networking, e-mail protocol, photo releases, etc.)
- Supervise duties of the part-time Youth Administrative Assistant
- Act as Sr. Staff Liaison to the Boy Scouts, Cub Scouts, Girl Scouts, Venture Crew, Blue Elk District and any new & relevant ministry-related organizations that may emerge in the future. Provide guidance/direction on parish procedures, scheduling, facility user agreements, etc.
- Attend key parish-wide events as assigned.
- Employment is contingent upon successful completion of Background Check, Code of Conduct, and attendance at a Virtus Protecting God's Children program at the first available opportunity.

Non-Essential Functions:

Other duties as assigned.

Working Situations:

- The position requires weekly office hours as well as some evenings and weekends. It also requires some holiday which may include, but is not limited to, Christmas Eve, Christmas, Holy Week and Easter.
- The position requires local travel and some overnight travel for retreats, mission trips, and other youth events.

Qualifications:

- Appreciation of the Catholic Church as envisioned in Vatican II, and the ability to communicate these teachings.
- Knowledge of Vatican II Catholic Theology
- Ability to project a favorable image of the parish and promote its aims and objectives.
- Bachelor's Degree in Youth Ministry, Theology, or related field
- Minimum of three years experience working with youth; parish-based Youth Ministry experience strongly preferred
- Catechist and/or teaching experience helpful.
- Organization and project management skills.
- Strong interpersonal skills (speaking/listening/teaching). Ability to work with a variety of people styles.
- Facilitation / Presentation skills
- Supervision or management experience; ability to guide and develop others, especially in a volunteer setting
- Personal initiative and motivation
- Sense of ownership and responsibility
- Ability to assess needs and envision, develop and execute new programs to respond to them
- Ability to present oneself professionally to staff, parishioners and the public
- Ability to work in a team environment
- Ability to work variable hours (evenings, weekends, and holidays)

Language Skills:

- An ability to communicate effectively both orally and in writing with staff, youth and parents.
- Ability to read, analyze and interpret policies, articles and documents.
- Ability to respond to common inquiries or complaints from customers or members of the parish community. Ability to write articles and notices for publication that conform to prescribed style and format.
- Ability to effectively present information to management, youth, parents, volunteers, and other public groups.

Software Programs Used:

- Parish Census/Management System (currently ParishSoft – membership & education modules)
- Event/Facility Scheduling System (currently EMS)
- MicroSoft Office Suite, including Excel, Word, Outlook, Publisher and PowerPoint
- Internet and Social Networking sites (subject to parish & diocesan policies)

Equipment Used:

Personal Computer, Calculator, Telephone, Copy Machine, Digital Camera, TV/DVD, Projection Equipment

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is often required to stand; walk; sit; use hands to handle objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk and hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is not typically exposed to extreme weather conditions unless on a youth mission/field trip. Environments can include extreme heat and cold. The noise level in the work environment is usually moderate.

Employee’s Acknowledgement and Acceptance:

This job description seeks to provide clarity and focus to the general role. It is not intended as, nor can it be an all-inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. In these times of great change, ministry takes many forms and goes many directions. All positions at St. Mark’s must be prepared to shift focus as the needs of the parish and ministry change.

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract, that the employee is an employee-at-will, that this job description is not intended to create any guarantee of employment for any particular length of time.

Employee’s Signature

Date