

Coordinator of Youth Ministry

St. Mary's Parish, Catholic Church

OUR MISSION

"To worship God, proclaim the gospel of Jesus Christ, lead others into relationship with him, and grow together as his disciples"

Posted:	July 10, 2018	Terms:	Full-Time staff
Expires:	August 10, 2018	Reports to:	Pastor
Location:	Ottawa, ON	Direct Subordinates:	Highschool volunteer leadership team Volunteer adult team Volunteer oversight committee

Purpose

The person in the position of Coordinator of Youth Ministry is to develop and sustain ministry to youth in the parish. Parish youth ministry responds to the needs of the young people in the parish to foster their growth as Catholic Christians, to draw them into the life, mission, and ministry of the Church.

The primary task of the Coordinator of Youth Ministry is to coordinate the overall ministry to youth in the parish. This will involve a combination of the following:

1. Engaging directly in ministry to youth ages 11 to 18.
2. Training, support, and supervision of youth ministry leaders.
3. Coordination with other parish ministries, especially ministry to children and young adults.
4. Engagement with the families of our parish youth.

Essential Functions

This position call for a person with the following qualities:

1. A Roman Catholic in good standing with a dynamic and orthodox Catholic faith, and a demonstrated and active prayer life.
2. A heartfelt concern for young people – an enjoyment of their company and activity
3. Friendly personality – gets along well with most people
4. Dedication and commitment – a sense of a calling to ministry with youth
5. Leadership – able to motivate and enable others, discern and develop a vision for youth ministry
6. Organizational skills – able to gather information, and implement a plan of action effectively
7. Teaching skills – able to instruct groups of adults and youth in an engaging manner
8. Communication skills – able to communicate effectively written and orally

Job Description and Duties

A. Hours

- Flexible: days, weekends, evenings (as dictated by specific ministry needs)
- Total hours per week: 20
- Compensation time in lieu of overtime wages after large events and weeks when work exceeds 20 hours

B. Collaboration / Coordination with Pastoral Staff

- Regular weekly and monthly meetings with the Leadership Team
- Periodic meetings with other parish groups (i.e. Pastoral Council, Ministry Leaders, etc.)

- Assist with needed in the coordination of other parish ministries alongside staff members (i.e. Family ministry)

C. Leadership Training

- Recruit, screen, train and sustain youth ministry leaders which may include taking leaders to youth ministry conferences
- Provide opportunities for youth to discern, develop and exercise their ministry gifts

D. Program Development

- Assess the needs of youth through research, prayer and discernment
- Focus on ministry as a true encounter with youth, leaders and the Holy Trinity
- Develop and sustain youth ministry programs in consultation with Pastor & Associate, especially our Junior and Senior youth groups

E. Youth Ministry Oversight Development

- Create and recruit members for a youth ministry oversight and discernment committee that will support and advise the Youth Minister in decisions being made in youth ministry
- Create and schedule adult volunteer presence at youth ministry nights of added security, compliance to Responsible Ministry Standards, oversight, and accountability

Other Requirements

1. Maintaining and growing in a strong and committed daily personal prayer life
2. Participating in a Sunday Eucharist at St. Mary's at least one weekend a month, and being available to fellowship with parishioners after the 9am & 11am masses