

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:	9 Sep 2018	Reports to:	Pastor
Expires:	24 Sep 2018	Collaborates with:	Other staff members Pastoral Council Parish Dynamic Leaders
Location:	Ottawa, ON	Guidance to:	Youth Ministry Support Teams
Terms:	Part-Time staff		

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:

- 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 calls 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
- 9) Formal education in the Catholic Faith – understands theological concepts
- 10) Completed some form of post- secondary education, preferably in a field related to Catholic youth ministry
- 11) Experience in youth ministry (preferably parish-based youth ministry) or a commitment to pursue training as a condition of being hired

Specific Duties

A. Hours

- Flexible: days, weekends, evenings (as dictated by specific ministry needs)
- Total hours per week: 24
- Compensation time in lieu of overtime wages after large events and weeks when work exceeds 24 hours

B. Collaboration / Coordination with Pastoral Staff

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

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 Support Teams

- Create, recruit, train, and guide individuals and volunteer Youth Ministry Strategic Teams. These teams will support and advise the Youth Minister in decisions being made for youth ministry development, in accordance with the vision and mission of the parish. The four teams will consist of (1) Strategic Planning, (2) Logistical Support, (3) Leadership Training, and (4) Family Engagement. The list of teams can be modified with the approval of the Pastor to meet changing circumstances or to better serve the Parish Vision and Mission.

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 two weekends a month, and being available to fellowship with parishioners after the 9am & 11am masses.

Boundaries and Limits of the Position Responsible Ministry/Safe Environment)

Most interaction with the youth takes place in public places with other adults present, however some interaction is one-on-one. All one-on-one contact must be in a visible location, or in a room with a window on the door so that all participants may be visible. Boundaries, in general, should be maintained in accordance with the Archdiocese of Ottawa's Pastoral Code of Conduct.

About the Employer & How To Apply:

As part of the Archdiocese of Ottawa, St. Mary's parish is under the direction of Pastor: Rev. Sean Wenger and is located in the heart of Ottawa at 100 Young Street. To find out more about our mission and community please visit: <http://stmarysottawa.ca/>.

Applications:

Interested candidates should send their resume and a brief cover letter (max 3 pages), to: office@stmarysottawa.ca Please ensure that you indicate the position that you are applying for, "Coordinator of Youth Ministry", clearly on your documents.

Or by mail to:

St. Mary's Parish
Attention: Hiring Committee, Coordinator of Youth Ministry
100 Young St, Ottawa, ON K1Y 3P7

Interviews will be conducted after all applications have been screened. At the discretion of the hiring committee, applications received after the deadline may be screened out.

DEADLINE for APPLICATIONS is: 6:00 p.m., Monday 24 September 2018