

# **Church of the Gesu Coordinator of Youth Ministry**

## **Part-time Position**

## **Hourly/Non-exempt**

## **Report to Director of Faith Formation and Director of Parish Life**

### **Position Summary**

The Coordinator of Youth Ministry (CYM) provides vision and coordination for the Church of the Gesu's efforts in making missionary disciples of young people from 6<sup>th</sup>-12<sup>th</sup> grades. This includes high school as well as middle sessions/gatherings, monthly activities, catechesis and sacramental preparation (Confirmation).

### **Essential Duties and Responsibilities Include:**

**Accountability:** The CYM is considered a member of the parish staff who reports directly to the Director of Faith Formation and Director of Parish Life.

The CYM will be responsible to:

- Attend regular staff meetings (when possible)
- Communicate to and cooperate with staff about youth ministry activities
- Seek staff input in planning youth ministry activities, when appropriate
- Be a resource person to parish staff on issues related to youth and youth ministry
- Serve as a resource person for the Faith Formation Commission on parish leadership commission

**Parish Youth Ministry** Our Parish Youth Ministry program will integrate adolescent catechesis into a comprehensive ministry to, with, by and for the youth of our parish. The CYM's responsibilities shall include:

- Training and facilitating a Youth Leadership Team which shall be responsible for planning, implementing and evaluating a comprehensive youth ministry program.
- Developing and subsequently serving on the Youth Ministry Committee, an oversight group providing vision, direction, support and advocacy for Gesu's Youth Ministry program. The Co-Director of Faith Formation shall also participate in the original stages of this Commission, in an advisory capacity
- Coordinating the recruitment, training, supporting and evaluating of volunteers in our Youth Ministry program and work with our Virtus Coordinator to insure that all adults are properly certified, per Diocesan standard
- Developing a systematic and intentional plan for adolescent evangelization and catechesis that utilizes a creative variety of formats, settings, timeframes based on the 1997 USCCB document, "Renewing the Vision: A Framework for Catholic Youth Ministry"
- Coordinating outreach (with our Outreach Coordinator when necessary) to and evangelization of all youth in the parish and fostering their involvement in the life of the

parish, including serving on various parish committees and being involved in parish ministries and activities

- Partnering with the Co-Director of Faith Formation and Principal of School
- Providing resources (print, video, web, Diocesan events, etc.) for effective programming and collaboration
- Act as a Team Leader for the Confirmation program, assuming a leadership role, when necessary
- Providing appropriate services, educational opportunities and programs for parents of adolescents
- Serving as the liaison with the Diocesan Youth Ministry Office and their subsequent programs, services and resources, attending whatever convocations (where feasible) they may provide for greater growth and awareness
- Collaborating with other staff members in planning common projects

### **Qualifications**

- Disciple of Jesus Christ, seeing the world as a mission field
- Fully initiated Catholic in good standing with the Church
- Adheres to the Magisterial teaching of the Church, catechetical guidelines provided by the USCCB and has a working knowledge of Ignatian spirituality and Jesuit tradition
- College graduate, preferably, with a BA in Theology or related field
- Skill set that includes self-motivation, leadership, the ability to call forth the gifts of others, passion for working with youth and adolescents: requires the ability to maintain confidentiality
- Strong verbal and written communication skills; ability to articulate the Faith; ability to develop and facilitate youth programs as well as working with Director of Faith Formation on the Confirmation program; ability to read and understand Church documents and guidelines
- Ability to relate maturely with parish staff, adult volunteers and youth
- 8 in computer technology as well as appropriate social media

### **Other Requirements**

- The ideal Youth Minister must have knowledge of Church structure and culture as well as knowledge of current youth culture and current trends and issues within those cultures
- Ability to maintain irregular hours
- The majority of the job will be completed on-campus with some events taking place off-site (must coordinate transportation, etc.)
- Work according to a long-term vision for Youth Ministry within the context of a wider parish vision