Sample Position Description for
Parish Coordinator of Youth Ministry

The Coordinator of Youth Ministry of the parish will serve those members of the parish who are in Junior/Senior High School (grades 7-12), will work in collaboration with the parish staff, and will be responsible to the Pastor.

The goals of Youth Ministry are defined as: (per *Renewing the Vision*, 1997)

- To empower young people to live as disciples of Jesus Christ in our world today.
- To draw young people to responsible participation in the life, mission, and work of the Catholic faith community.
- To foster the total personal and spiritual growth of each young person.

Areas of Responsibility

1. The Coordinator of Youth Ministry should develop and coordinate a program which will provide social, educational, spiritual, and service opportunities for high-school aged students.

2. To work with the D.R.E. and other related parish youth services to conduct less-formal activities and/or experiences which supplement the formal religious education program for junior-high aged students.

3. The Coordinator should recognize that effective youth ministry involves "family ministry" and should find creative methods of incorporating the young people of the parish and their families into all aspects and programs of the parish.

4. The Coordinator should work with parents to assist them in their role of being the main catechist to their children.

Parish Relationships

1. The Coordinator should be accountable directly to the Pastor for the Youth Ministry Program.

2. As a member of the parish staff, the Coordinator should participate in regularly scheduled staff meetings, Parish Council meetings, Youth Board meetings and be present at all "youth ministry" activities of the parish.

3. The Coordinator should act as the official liaison between the parish and the Arlington Diocese Office of Youth Ministry. He/She is responsible for keeping the policies of the Diocese in reference to youth ministry activities, and should make diocesan youth programs available to the parish. The Coordinator should also be willing to work closely with the other youth ministers in the deanery.

4. The Coordinator should inform parents about parish and diocesan youth activities.

Qualifications

1. Candidates for the position of Coordinator of Youth Ministry should have at least a Bachelor's Degree in religious education, theology, or another field.

2. Candidates should have some formal training in Youth Ministry and experience in working with youth in a parish setting.

3. Candidates should have a sense of parish ministry and the ability to represent and give witness to the Catholic faith.

4. Candidates should be willing to be a team member and have the ability to work with the parish staff.

5. Candidates should be willing to pursue a formal certification in youth ministry.

6. It would be beneficial if candidates have computer skills.

Salary and Benefits

1. The Coordinator of Youth Ministry should be paid an annual salary in accord with professional experience and/or educational background.

2. Health care, retirement, life insurance and disability are provided in accord with the Diocese of Arlington Employee Benefits Program.

3. Salary increase will be considered annually and will be based upon the increase in the cost of living within the area, the overall quality and impact that the youth program is having within the parish, and any increased responsibilities that the Coordinator may incur.