

Youth Ministry Leadership – Sample Job Description

Description

The Youth Ministry Leader (YML) provides vision and coordination for the parish's ministry to young people from sixth through twelfth grades. The YML will incorporate all components of a comprehensive youth ministry program as outlined in *Renewing the Vision of Catholic Youth Ministry* (USCCB, 1997) providing gathered and non-gathered opportunities for young people and their families to live as disciples of Jesus Christ, drawing them to responsible participation in the life and mission of the faith community, and fostering personal and spiritual growth.

Accountability

The Youth Ministry Leader is a member of the parish staff who reports directly to the pastor and is responsible for:

- Attending regular staff meetings;
- Participating in staff planning, and integrating youth into the parish vision and strategy;
- Seeking staff input and serving as a resource to parish staff on issues related to youth.

Responsibilities

- Promote a comprehensive vision of youth ministry for the parish, in line with *Renewing the Vision of Catholic Youth Ministry* (USCCB, 1997)
- Coordinate the recruitment, training, support, and evaluation of volunteers, catechists and adult leaders in youth ministry programs;
- Facilitate and coach the team of youth leaders responsible for planning, implementing, and evaluating youth activities;
- Develop a systematic and intentional plan for adolescent catechesis that utilizes creative formats, settings, and timeframes; is rooted in Scripture and Catholic tradition; and enables young people to articulate the teachings of the Catholic faith outlined in the *Doctrinal Elements of a Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age* (USCCB, 2007);
- Provide opportunities for young people to engage in service and advocacy;
- Coordinate outreach and evangelization efforts to and with young people in the parish and area;
- Provide pastoral care and referrals for youth and their families when needed;
- Provide opportunities for young people to socialize and build community in a safe environment;
- Provide opportunities for spiritual growth, including retreats, prayer experiences, liturgies, etc.;
- Foster the involvement of young people in the life of the parish, including serving on parish committees, being involved in parish activities, and serving in liturgical ministries;
- Provide opportunities to engage and partner with parents in supporting them in their efforts to form their children in faith;
- Maintain an environment of inclusion, trust, and acceptance that embraces young people and families from different cultural, racial and ethnic backgrounds;

- Serve as the liaison with the archdiocesan office of catechesis and youth ministry and its programs, services, and resources;
- Participate in the National Association for Catholic Youth Ministry Leaders (NACYML) and/or in local catechetical or youth ministry associations;
- Provide resources (print, video, archdiocesan events) for effective programming.
- Continue to grow spiritually and intellectually through formation and learning opportunities.

Relationships

- Pastor—immediate supervisor;
- Parish Staff—close cooperation and communication;
- Parish Committees—attend regular meetings of the Formation Commission, provide a youth ministry report, and collaborate with appropriate committees, for example, liturgy, social justice, etc;
- Youth Ministry Committee or Team—close support and involvement;
- Parents and Parishioners—regular communication and seek input as appropriate;
- Archdiocesan Office of Catechesis & Youth Ministry—regular communications, adherence to archdiocesan policies, participation in archdiocesan meetings and training;
- Professional organizations that provide networking with other Youth Ministry Leaders

Qualifications

- Practicing Catholic, faithful to the teachings of the Church as handed on by the bishops;
- Bachelor's degree in youth ministry, religious education, religious studies, or theology (coursework in pastoral ministry, catechesis, and spirituality will be recognized) or working toward a degree;
- Knowledge of current youth culture, issues, and trends;
- Good organizational and planning skills;
- Experience facilitating large and small groups;
- Excellent interpersonal skills;
- Strong verbal and written communication;
- Ability to read, prepare, and manage a budget;
- Proficiency in the use of technology for administration, communication, and presentation, including computer programs (esp Microsoft Office), Internet use, social media;
- Availability to work during and outside regular business hours as required, including evenings and weekends.