

Director of High School Youth Ministry

Role Specifics

Position: Director of Senior High Youth Ministry
Status: PT - FT depending on the candidate; benefit eligible at 28 hr/wk; 12 mo employment
Supervisor: Pastor
Faith: Practicing Catholic in Good Standing with the Church

Primary Job Function:

A. The Director of Senior High Youth Ministry proclaims the Gospel through implementing the Church's vision of Catholic Youth Ministry that is outlined by our Catholic Bishops in the document; *Renewing the Vision: A Framework for Catholic Youth Ministry*. Some of the job responsibilities would include:

1. Planning and Implementing gathered catechetical sessions
2. Providing regular prayer and service opportunities
3. Recruiting and training of volunteers
4. Sacramental Preparation for the Sacrament of Confirmation (Grades 9 & 10)
5. Planning and attending the Confirmation Liturgy
6. Recording Sacraments conferred in church records
7. Robust communications with Parish staff, families and students about YM events
8. Setting and Collecting fees for Sacramental prep, Service events, Retreats and NCYC

B. To be in compliance with Diocesan Faith Formation Policy 330, which asks that the Director of Senior High Youth Ministry hold initial catechetical certification from the Department of Evangelization & Catechesis. The Director of Senior High Youth Ministry is also asked to participate in ongoing religious formation to maintain this certification. Basic Certification also includes participation in diocesan sponsored programming and the diocesan mentoring process. Holy Trinity will help any candidate not currently holding this certification to become Diocesan certified.

Position Responsibilities:

- A. This position is 25 to 30 hours per week – 12 months
 1. Plan and Attend Wednesday Night Catechetical sessions (25 approximately)
 2. Plan and Attend regular Social & Service opportunities throughout the year
 3. Develop a Yearly Mission Trip (Can be either local or national)
 4. Work to promote youth involvement in Diocesan sponsored youth events & retreats. (Examples being *Boldly Sent*, *NCYC*, etc.)
 5. Plan and Attend Social events during the summer months
- B. Participates and seeks input with the Faith Formation Commission
- C. Informs the parish staff and leadership about any new developments in the area of Comprehensive Catholic Youth Ministry.
- D. Participates in the Diocesan Youth Ministers Network by attending monthly meetings and collaborating with other Parish Youth Ministers. Participation in other youth ministry associations is encouraged.

- E. Maintains a relationship with the Department of Evangelization and Catechesis for consultation, support and resourcing.
- F. Coordinates the recruitment, training, supporting and evaluating of all youth ministry volunteers
- G. Maintains an ongoing catechist training process for all Confirmation and youth ministry volunteers.
- H. Participates in the annual budgeting process for Senior High Youth Ministry.
- I. Assures the appropriate legal responsibilities are met within the context of what is expected for a parish program (Ex: Background Checks, VIRTUS training, necessary liability releases, etc.)
- J. Seeks to involve parents in the parish catechetical process in order to advocate for a whole community catechesis approach.

Essential Relationships:

- A. Pastor and Director of Faith Formation
- B. Parish Staff – fostering good communication and taking input when needed
- C. Parishioners – good open lines of communication with our community helps us to be successful in carrying out the Parish Vision. Also seeking their input and addressing any questions that are appropriate to this position.
- D. Diocesan Youth Ministers Network
- E. Diocesan Offices, Department of Evangelization, the Department of Youth Ministry & Young Adults.

Position Specific Requirements:

- A. Skills, Knowledge and ability for Pastoral Planning.
- B. Must complete Diocesan Required VIRTUS training and background check;
- C. Basic Theology – Degree preferred
- D. 2-3 Years' Experience preferred
- E. Program Development
- F. Basic knowledge of Microsoft platforms (excel, Word) and Google environment. Ability to navigate and use electronic media for communications and other essential job functions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate