

# ***SACRED HEART PARISH***

## **Job Description**

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**JOB TITLE:** Youth Minister  
**SUPERVISOR:** Pastor's Delegates  
**STATUS:** Exempt, Salary

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### **I. GENERAL DESCRIPTION**

The Youth Minister will encourage and organize a variety of evangelistic opportunities for youth to encounter Christ and subsequently grow in faith, prayer, and discipleship.

The Youth Minister will work with youth, parents, and adult volunteers to plan and supervise formation programs, service opportunities, and social gatherings for middle and high school youth. This person will minister as part of a team with other staff members of Sacred Heart Parish.

### **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop a relationship with middle and high school youth and parents.
- Create a faith-filled environment that is welcoming and spiritually enriching for adolescents.
- Develop and implement faith formation programs for middle and high school youth.
- Develop and coordinate service, spiritual growth, and social opportunities for youth.
- Work with school staff to plan and execute formation opportunities, such as retreats and days of reflection for 7-12 grade students.
- Serve on the planning committee for Y.E.S. (Youth Encounter Service) and participate in the outreach program with a group of parish students each summer.
- Plan an annual summer service immersion trip for parish students and/or families, such as the Costa Rica trip.
- Assist with sacramental preparation programs and other parish formation programs as needed.
- Serve on related parish committees as needed.
- Develop leadership among youth and encourage participation in Diocesan programs.
- Recruit and train adult volunteers to work with youth.
- Take part in Diocesan offerings that pertain to youth.
- Be an active parishioner and attend weekend Masses at Sacred Heart Parish to build relationships with teens.
- Attend weekday school Masses.
- Responsible for Youth Masses, as determined.
- Assist with parish fundraising efforts and work to develop philanthropic Youth Ministry relationships and resources.

- Maintain the Youth House premises in a safe, clean and orderly manner.
- Responsible for monitoring of costs and YM budget administration.
- Other responsibilities as deemed necessary by the pastor.

### **III. ACCOUNTABILITY AND COLLABORATIVE RELATIONSHIPS**

- The youth minister is directly accountable to and evaluated by Deacon Jim Damitio and Religion Teacher Karon Latham.
- Works with parish staff on projects that relate to the whole parish.
- Works to increase the involvement of youth in parish ministries and activities.
- Coordinates with Director of Religious Education on formation needs of young people and helps to ensure a smooth transition from elementary to middle school formation.

### **IV. WORKING CONDITIONS**

- This position requires flexibility in working hours. Evening and weekend hours are necessary.
- Employee is required to do close computer work. While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet. The employee may be required to lift up to 35 lbs.

### **V. QUALIFICATIONS AND SKILLS**

- Active member of the Roman Catholic Church.
- Ability to share the Catholic faith with youth.
- Certificate in Youth Ministry preferred.
- Experience working in Youth Ministry in parish setting.
- Demonstrated ability to plan and coordinate events/activities, especially those with youth.
- Organizational skills, including time management, planning and budgeting.
- Valid driver's license.
- Ability to work well with others.
- Excellent computer skills.
- Ability to maintain confidentiality.
- Candidates should possess a bachelor's degree in a related field.