

## JOB DESCRIPTION

<b>Position Title:</b> Youth Minister	<b>Status:</b>
<b>Department:</b>	<b>Rank:</b>
<b>Supervisor's Title:</b>	<b>Approval Date:</b>
<b>Revised:</b>	<b>Compensation Review:</b>

**Job Summary:**

The primary purpose of this position is the coordination of comprehensive Faith Formation for children and youth of the parish.

**Actions required to be consistent with Culture and Values:**

- **Explore Potential:** Nurture and challenge the God-given potential and gifts in others so they translate their own potential into action and reach the hearts of even more people through missionary discipleship.
- **Connect to Inspire:** Connect with each individual person and ignite their desire to accomplish the vision and mission of the Church.
- **Embrace People's Hearts:** See Christ in all who are served and treat each person with respect and honor with positive regard and appreciation for all individuals.
- **Empowered to Act:** Take personal responsibility for diocesan mission, vision and culture with a personal desire for accountability to reach souls for God.
- **Nurture Abundant Life and Growth:** Actively nurture life and growth of each individual with a desire to cultivate their own ability to inspire discipleship in others. Cultivate leaders and teams outside of their comfort zone in their personal journey of discipleship actions.

**Required Knowledge, Skills, & Abilities:**

**Knowledge**

- A working knowledge of theology, education and child development that can be translated into a comprehensive formation program.
- BS/BA in Religious Studies or Related Field, or EMMAUS Program completed/in process, or BS/BA in field other than Religious Studies plus Religious Education Advanced Certification.

**Skills and Abilities**

- An ability and desire to work with youth and to promote a visible partnership with their families and the community.
- An understanding of the physical, emotional, intellectual and faith characteristics of elementary grade children.
- An ability to work with and support volunteers.

**Duties and Responsibilities:**

*“Embrace the mission and vision of the Catholic Diocese of Green Bay and work in accordance with Catholic Social Teachings and the moral and ethical values of the Catholic Church.”*

1. As a member of the pastoral staff, employee is responsible to support the parish vision, expected to attend retreats, seminars and small group discussions where faith is discussed. Responsible to attend the annual staff planning day.
2. Gather information from the community to understand what the needs are of the youth – both engaged youth and those who are not parishioners – within the community.
3. Provide, monitor and create youth opportunities, annual youth retreats, youth leadership teams, Drop-ins, YNIA and local mission opportunities, and youth service events.

4. Design faith nights for the youth of our community and parish in conjunction with the Faith Formation Team.
5. As a member of the Faith Formation Team, responsible for the creation of a calendar of events, selection of resources and preparation of lesson plans for the Middle School and High School youth.
6. Assist with the Confirmation Program
7. Visit youth in their settings

**Nature of Supervision Received:** Works under the direction of the parish Director of Religious Education (DRE). Works independently within authority-limits and expertise. The direction from the DRE to assign objectives, assist in task priority setting, review results and offer guidance. Requires individual initiative in recognition of problems and solutions.

**Judgment Exercised/Decisions Made:** Must function independently, have flexibility, personal integrity, and the ability to work effectively with the young persons within our community, clergy, youth parishioners, staff, and support agencies. Must be relatable to and with our youth while exercising appropriate judgment in boundaries, guidance etc.

**Financial Responsibility:** Recommend purchase of major expense items and controls individual expenses to parish pre-approved limits.

**Supervision Exercised/Number of Employees Supervised:** None

#### **ADA**

**Physical/Visual/Mental Demands:** While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position requires intermittent physical activity, including standing, walking, bending, kneeling, stooping and crouching as well as the ability to push, pull, move, and/or lift a minimum of 25 pounds to a minimum height of 5 feet and able to push, pull, move, and/or carry such weight a minimum distance of 50 feet.

**Typical Working Conditions:** Frequent work in office setting during regular business hours, however, position may require travel to off-site meeting locations for community and parishioner youth events during evenings and weekends with some flexibility to accommodate longer workdays, evenings and weekends.

Signature \_\_\_\_\_ Date \_\_\_\_\_