

Youth Ministry Coordinator

Job Description

St. Timothy is a contemporary Roman Catholic parish called to "fan into flame the gifts God has given us" (2 Tim 1.6-7) so together ALL encounter and share the Living Christ.

Title: Youth Ministry Coordinator at The Parish of St. Timothy

Reports to: Pastor

Mission: The Parish of St. Timothy Youth Ministry Coordinator (YMC), is responsible for coordinating a parish pastoral ministry for youth with a focus on the following: that youth know Christ, that youth feel a sense of belonging in the Church, that youth feel a sense of purpose in the Church and to help youth be alive in their faith¹. The YMC works under the direct supervision of the Pastor and facilitates the development of fellowship among young people, their families, the parish, and the local community. The YMC develops close communications with parish organizations and offices with the focus of providing opportunities for young people to become involved in the day-to-day life of the parish.

Participant Group: Youth of the Parish ages 12-24 (Youth, Teen, Young Adult)

Program Development and Responsibilities:

- Coordinates a core group of adults and youth to determine and direct dynamic and prayerful programs and services. Plans and facilitates weekly/biweekly programs and services based on needs of the parish youth. Helping transition young people from catechism to youth group, forming life-long disciples of Jesus.
- Facilitates the planning, implementation, and evaluation of long/short-term goals with the Pastor and the PPC.
- Provides programs for social outreach and service that directly involves parish youth.
- Works with diocesan Youth Ministry Coordinator to arrange for youth to participate in diocesan sponsored and other acceptable programs offered to teens or pre-teens in the larger Church community.
- Works with other parish youth minister coordinators to connect youth with multi-parish youth ministry collaborative events and programs; when acceptable, involves teens in ecumenical or interfaith programs.
- Conducts or arranges leadership training for youth ministry core group and teen leadership.

Professional and Spiritual Development:

- Seeks continuing education and development in the fields of youth ministry and religious education and catechesis. E.g.: Youth Ministry Diploma through the University of Montreal.

¹ Renewing the Vision: A Framework for Catholic Youth Ministry- USCCB

- Works with a spiritual director or mentor for personal spiritual growth and development to best meet the spiritual needs of the youth in the parish.
- Seeks opportunities for spiritual and pastoral development.

Communication:

- Communicates regularly with Pastor to discuss upcoming events, concerns, spiritual growth of youth.
- Communicates regularly with Parish staff to update bulletin, plan, and set calendar of activities, and arrange for spaces for youth functions.
- Once established, meets bi-monthly with the PPC to update youth ministry activities, attendance, future events. Until then, meets as needed with members of the PPC Youth Ministry sub committee.
- Keeps the parish and faith community, especially parents of youth, informed of youth ministry activities and goals via the Parish bulletin, social media, Mass announcements, posters, and email.

Skills and qualifications:

- Baptized, practising Roman Catholic in good standing in the Church.
- Strong commitment to the Catholic faith and relationship with God.
- Current Child Abuse Registry, Vulnerable Persons, and Criminal Record checks.
- Prior youth ministry experience, training in youth ministry or willingness to acquire and continue training.
- High degree of comfort working with youth and awareness of appropriate boundaries.
- Must be at least 21 years of age and in good emotional/spiritual health.
- B.A. in religious education, theology, youth ministry or related field an asset.
- Has strong organizational, interpersonal and communication skills.
- Experience with music, art, and drama an asset.
- Strong leadership with an ability to delegate. Works well as part of a team.

Time Commitment:

- 20 hours per week- mostly evenings and weekends. YMC would be responsible for setting their own schedule in conjunction with the Pastor, based on the needs of the parish.

Duration/Evaluation:

- This is a permanent, part-time position. If working 20 hours per week, benefits are possible. A yearly review is done with the pastor to help ensure continuing growth.