

The Community of the Blessed Sacrament

Coordinator of Youth Ministry

Job Description

**Title:** Coordinator of Youth and Young Adult Ministry

**Reports to:** Director of Catechetical Ministry

**Position Summary:**

The Coordinator of Youth and Young Adult Ministry coordinates the parish's ministry with youth and young adults; develops a comprehensive pastoral ministry with youth and young adults; provides formal catechesis and invites and empowers youth and young adults to fulfill their baptismal call in service to others. The coordinator facilitates a family friendly environment that encourages communication between teens and their parents. The coordinator creates, implements, supervises and evaluates opportunities for youth and young adults to fully participate through the life of the parish.

**Specific Duties of the Job:**

- Recruit, train, support and evaluate members of the parish youth and young adult ministries team(s).
- Facilitates planning, supervises the implementation, and facilitates the evaluation of a comprehensive youth and young adult ministry program(s) for middle school students, high school students, and young adults at the parish.
- Evaluates resources available for youth ministry and selects, in consultation with the Director of Catechetical Ministry and the Pastor, the appropriate resources and programming to be utilized at both the Middle School (grades 6-8) and High School (grades 9-12) levels.

- Ensures that the parish's ministry with adolescents is family friendly, and provides programmatic opportunities that demonstrate this perspective.
- Advocates for, and empowers the involvement of youth and young adults through the life of the parish community, especially at liturgy.
- Coordinates and supervises evangelization in a safe environment with un-churched and un-catechized teens.
- Provides an intentional program of catechesis and service with youth and young adults.
- Works with the Director of Catechetical Ministry and members of the Initiation Team to provide sacramental preparation for middle school and high school students as necessary.
- Acts as an advisor to the pastor and the members of the parish staff regarding the needs and issues of youth and young adults in reference to the broader parish.
- Establishes and maintains the annual budget for the youth ministry program.
- Provides reports to the Director of Catechetical Ministry and the Pastor on a quarterly basis, and/or upon request.
- Establishes and facilitates on an ongoing basis, a youth and young adult ministries advisory board.
- Is involved with diocesan and national entities in order to keep abreast of youth and young adult ministry trends and methods.
- Adheres to parish and diocesan policies regarding Safe Environments, and ensures that all member of the youth ministry team are in proper compliance with these policies.
- Participates in Parish Formation Team meetings and planning toward a comprehensive vision of parish formation.
- Any other duties deemed necessary or assigned by the Director of Catechetical Ministries and/or the Pastor.

**Job Requirements:**

- Bachelor's degree in Theology, Religious Education, Pastoral Ministry or a related field is preferred.

- Certification as a catechist or its equivalent in the Diocese of Phoenix is required.
- Three to five years experience in the field of youth ministry, adolescent catechesis, campus ministry or other church-related work with teenaged youth.
- Must be a practicing member of the Roman Catholic faith.
- Possess good communication skills, and the ability to utilize these skills in a manner appropriate to varied audiences and situations.
- Knowledge of specific youth ministry methodologies and programs, and an ability to apply this knowledge in a flexible and adaptable manner.
- Ability to facilitate the program team(s) in a collaborative manner.
- Ability to collaborate with members of the parish staff.
- Must be able to work independently with frequent interruptions.
- Must have a valid Arizona driver's license and have own transportation.
- Must be available for work some nights and weekends as required.