

St. Paul Parish
JOB DESCRIPTION

JOB TITLE: Director of Youth Ministry or Youth Minister

DATE: 7/1/2025 FLSA STATUS: Exempt (Ministerial Exception)

MINISTRY FRAMEWORK

The Director of Youth Ministry/Youth Minister is the agent of the pastor at St. Paul Catholic Church within the Diocese of Pensacola-Tallahassee, responsible for the implementation of a program to minister to the youth at the parish following diocesan policies. The director fosters a comprehensive and holistic approach to youth ministry following the USCCB document, *Renewing the Vision, A Framework for Catholic Youth Ministry* that recognizes the cultural, developmental and spiritual diversity among adolescent Catholics. The director is responsible for developing youth and adult leadership, empowering young people to live as disciples of Jesus Christ in our world today, fostering the total personal and spiritual growth of each young person and drawing the youth to responsible participation in the life, mission and work of the faith community.

JOB RESPONSIBILITIES

SUMMARY OF MAJOR FUNCTIONS:

- Responsible for the supervision, planning, direction and implementation of a complete youth ministry program encompassing religious, spiritual and personal development for youth in grades 6-12. Specifically, the Youth Minister will:
 - Develop a comprehensive youth ministry program for middle school and high school youth that includes catechesis, spiritual development, community building and service to others based on the components of youth ministry as found in the USCCB document, *Renewing the Vision, A Framework for Catholic Youth Ministry*.
 - Recruit and train leaders and facilitators as well as other volunteers.
 - Act as the parish outreach person to the youth of St. Paul Parish.
 - Act as a resource to the other parish organizations.
 - Work with other staff members in a spirit of collaborative ministry.

OTHER FUNCTIONS:

- The program development responsibilities include:
 - Preparing an annual plan for the youth to include a proposed calendar of events, and ensure dates are compatible with overall parish calendar and scheduling of parish facilities.
 - Evaluating all plans and programs as to effectiveness and acceptability.
 - Planning and promoting enrollment; meeting with parents and youth.
 - Taking immediate control of potential problem areas in a responsible and legal manner.
 - Planning and supervising high school summer enrichment programs to maintain continuity throughout the liturgical year.
 - Assisting in liturgy planning for special youth masses.
 - Planning and implementing youth retreats.
 - Performing ongoing review of professional publications and materials for use by staff and volunteers in performance of their duties.
 - Spending time with the youth outside of the church setting, i.e., visit schools, sporting events, etc.
- The administrative responsibilities include:
 - Ensuring required information is obtained on all registered students and that information remains current and secure.
 - Building security of any parish facility used in support of a youth activity, including arranging for opening and closing of facilities.
 - Arranging custodial care and other assistance as needed.
 - Monitoring operations and ensuring the program meets all Diocesan regulations regarding youth, young adults and associated staff.
 - Supervising the maintenance of all files: registration, Diocesan required records for youth and volunteers, accounting records and all correspondence.
 - Ensuring conformance with health and safety regulations.

- Performing other duties as necessary, for the operation of the youth program and assisting the staff, as requested, with other duties necessary for the smooth operation of these programs.
- Being accountable for the effective and efficient use of all resources: returning campus space back to original order, ensuring utilities are off, re-useable items are stored promptly and properly, and buildings are secured.
- Being accountable for the effective and efficient use of technology ensuring adequate training is sought and that the technology available is used to its fullest extent.
- The financial responsibilities include:
 - Preparing the Youth budget and for operating within that budget.
 - Assisting in the planning and coordination of fundraisers.
 - Planning for supplies and materials and coordinating the purchase of equipment and supplies.
 - Supervising the collection and safeguarding of registration fees and other collections.

- Supervising the recruiting and training of volunteers and other personnel.
 - Coordinating personnel information and records with Parish Office staff.
 - Providing regular training of volunteers to ensure information is appropriately shared and efforts coordinated toward a common goal.
- The communications responsibilities include:
 - Supervising the planning and conducting of parent or staff meetings concerning the youth program
 - Preparing periodic reports as required or requested.
 - Composing and directing correspondence to parents, students, teachers, others.
 - Acting as a contact with interested parents and ensuring enrollment of all eligible youth.
 - Greeting all in a warm and friendly manner.
 - Welcoming visitors and provides liaison with the public.
 - Keeping the Pastor, Parochial Vicar and Parish Administrator and other staff apprised of status through meetings and written reports; promptly notifying appropriate authority of any problems.
 - Responding promptly to calls, visits and requests from parents, youth, young adults, the diocese and community.
 - Keeping parents informed through regular personal contact, updates, meetings, social media, newsletters, etc.
 - Attending, as requested, monthly Parish Council, Parish Finance Council and commission meetings and other parish functions, as necessary and representing St. Paul parish youth programs at diocesan meetings.

SUPERVISION

SUPERVISED BY: **Pastor:** Rev. Craig Smith

SUPERVISES: Team of volunteers

LEADS/GUIDES: Office staff

JOB SPECIFICATIONS

EDUCATION: Bachelor's Degree in theology, education, or related field required (preferred)

EXPERIENCE: At least 2 years working with teenagers. Background or trainable potential in theological studies and/or programs

CERTIFICATIONS: National Certificate in Youth Ministry is highly desired

OTHER QUALIFICATIONS: Must be a practicing Catholic and must pass a background screening and credit check.

SPECIAL KNOWLEGDE: *Renewing the Vision, A Framework for Catholic Youth Ministry* from USCCB
National Directory for Catechesis
General Directory for Catechesis
Catechism of the Catholic Church

COMPUTER SOFTWARE: Proficient with Microsoft Windows and Office products.

SKILLS: Must be able to work independently and be a self-starter who can identify needs and take action to make and/or recommend improvements when noted. Must have ability to effectively present information to top management, public groups, and/or boards of directors. Must be able to analyze and interpret financial reports and legal documents. Must have the ability to work with and apply mathematical concepts. Must have the ability to define problems, collect data, establish facts and draw valid conclusions.

PERSONAL TRAITS: Must be flexible and able to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure; communicate effectively with people from all socioeconomic backgrounds; must have professional appearance and demeanor.

WORK CONDITIONS: Primarily an inside environment, protected from weather, but will involve activities outside and in a camp environment with high temperatures at times.

PHYSICAL DEMANDS/TRAITS: Perceive characteristic of objects through the eyes; express or exchange ideas by means of the spoken word; perceive the nature of sounds by the ear; sit for prolonged periods of time; able to lift, carry, push or pull 25 lbs maximum and/or carrying of 10 lbs.

Reviewed/Revised by:

_____ Date _____

_____ Date _____