

HOLY NAME CATHOLIC CHURCH

Job Description

Title: Director of Youth & Young Adult Ministry

Status: Full-time, exempt

Position Description: Assists the Pastor with the administration, planning and coordination of the youth and young adult ministry program for the parish.

Qualifications:

- Fully initiated, practicing Catholic free from any canonical penalties and of proven faith, good morals and good reputation.
- Possess knowledge of adolescent and young adult development, Catholic Confirmation curriculum and activities appropriate for adolescents grades 7th through 12th.
- Possess physical strength and stamina to maintain youth & young adult activities.
- Good decision-making skills and the ability to cope with stress.
- Develops positive working relationships with diocesan and parish personnel and the public.
- Exhibits a positive mental attitude; sharing and witnessing our Catholic faith to youth.
- Ability to communicate effectively.

Degrees, Licenses and Certifications:

- Bachelor's degree in education, counseling or equivalent.

Experience:

- 2-3 years of experience in youth ministry, education, or equivalent.

Reports to: Pastor

Essential Duties and Responsibilities:

1. Develop a program that reflects the goals and responds to the needs of Holy Name youth, and parents.
2. Develop a young adult program for Sheridan College or post high-school students; recruit, liaise with and engage them in small groups or other parish ministries.
3. In tandem with the Director of Faith Formation, coordinate and implement Confirmation program and Junior High religious education program; generally, for 7th through 12th grade youth.
4. Organize and administer Confirmation retreats.

5. Organize and maintain meals and snacks for activities as needed.
6. Annually, organize and execute Youth Living Stations of the Cross once during Lent.
7. Organize and implement Graduation Mass for high-school graduates at the end of May.
8. Coordinate and implement all Diocesan, National (if available and approved) and Parish youth ministry activities and events; managing registration, lodging, transportation and permission forms for all Diocesan and Parish events.
9. Recruit volunteers for youth ministry and teachers for Confirmation classes. Ensure new volunteers complete background check, Safe Environment and Safe Driver trainings.
10. Oversee and administer discernment group; provide resources for those interested in religious or lay vocations.
11. Assist with liturgical celebrations as assigned.
12. With the guidance of Business Manager, monitor and maintain budget for youth and young adult ministries.
13. Oversee general cleanliness and upkeep of Youth House.
14. Attend Diocesan youth director meetings and trainings as provided.
15. Attend staff meetings; participate in continuing education as provided or approved.
16. Perform related duties, responsibilities and extra projects as assigned by Pastor.

Appointment and Term:

The position is "at will," meaning the employee can be dismissed at any time with or without any statement of cause or reason for dismissal. Appointed and removed at will by the Pastor at his sole discretion.

Evaluation:

Evaluation will be administered by the Pastor, which does not change the at-will nature of this employment. Six-month initial evaluation will be conducted after hiring date.

Signed:_____

Date:_____