

Ss. John and Paul Parish, Altoona, Iowa
Coordinator of Youth Ministry
“Adult growth in faith as the goal and focus of all our formation”
February 2024

Role Specifics:

- Position: Coordinator of Youth Ministry, Senior High Youth Ministry
- Status: 40 hours/week
- Supervisor: Director of Faith Formation
- Faith: The Coordinator of Youth Ministry, SYM, is a practicing Catholic in good standing with the Church

Primary Job Function:

1) Youth Ministry

- a. Direct parish youth ministry efforts for senior high youth (SYM).
- b. Recruit, select, and form catechists for SYM sessions.
- c. Coordinate SYM calendar of events in conjunction with monthly parish faith formation.
- d. Maintain regular communication with all youth ministry families. Collaborates with Faith Formation Assistant to send regular communication to families.
- e. Develop service and retreat opportunities for senior & junior high youth.
- f. Manage budget for Youth Ministry.
- g. Communicates regularly with the Pastor and Director of Faith Formation about the scope of the program.
- h. Promote active participation from youth in the life of the parish, by liturgical ministries and other volunteer opportunities.
- i. Organize and oversees participation in Diocesan Youth Rally, NCYC, and annual service trips for senior high students.
- j. Plan and oversee fundraising efforts within youth ministry to support special events. (to include KC Fish Fries)
- k. Coordinate with Director of Faith Formation in the formation, meetings, and preparations for youth with special sacramental needs.
- l. Coordinate with kitchen coordinator and parents for youth ministry meals.
- m. Coordinate with JP Kidz/Tweens/JYM for events to plan, get supplies, volunteers, including, but not limited to: Trunk or Treat, Egg Hunt, Fun Fest, Mardi Gras

2) Confirmation Preparation

- a. Recruit and develop the team to assist with the formation of candidates. Plan and coordinate formation in conjunction with Parish Intergenerational Faith Formation.
- b. Communicate with parents, candidates, and sponsors monthly.
- c. Plan the Confirmation Liturgy.
- d. Conduct Candidate interviews, year 1.

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- e. Collaborate with Pastor on Candidate interviews, year 2.
- 3) Parish Intergenerational Faith Formation
- a. Serve on the planning team for monthly faith formation gatherings.
 - b. In conjunction with these, and in collaboration with Director of Faith Formation, develop session plans for the youth (7th-12th grade), incorporating the Five Tasks of Catechesis.
 - c. Collaborate with Director of Faith Formation to recruit and train catechists for junior/ senior high sessions.
 - d. Arrange for materials and resources, including online Faith Formation pages.
 - e. Manage planning, set-up, clean-up of Faith Formation sessions.
- 4) Child Care Coordinator
- a. Responsible to recruit, train, and communicate with childcare volunteers for all required parish events.
 - b. Create a SignUp Genius for volunteers to sign up
 - c. Responsible for keeping supplies stocked and in good working order in the child care room, including snacks and cleaning supplies.
- 5) Additional Responsibilities
- a. Supervise registration of youth for above programs and Confirmation preparation.
 - b. Coordinate with Director of Faith Formation to ensure all volunteers meet Diocesan guidelines for background checks and VIRTUS training.
 - c. Continuing professional formation, which may include pursuit of degree and/or certification.
 - d. Participate in Diocesan Youth Ministry and local CLADD meetings.
 - e. Attend monthly staff meetings.
 - f. Participate and seek consultation and input at regular meetings of the Council for Catechesis.
 - g. Organize senior high graduation Mass
 - h. Responsible for the organization, care, and general upkeep of Teen Room and materials in Teen Room.
 - i. Coordinate with parish staff to set up, clean up, and maintain facilities for parish activities.
 - j. Additional responsibilities as requested.
- 6) Essential Relationships:
- a. Director of Faith Formation–immediate supervisor
 - b. Parish Staff–close cooperation and communication and seek staff involvement and input when appropriate

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- c. Council for Catechesis-participate in regular meetings and activities
- d. Parish Committees-communicate and collaborate with appropriate committees
- e. Parishioners-regular communication and seek input as appropriate
- f. Diocesan Offices-regular communications, adherence to diocesan policies, diocesan association of professional catechetical leaders (CLADD)

7) On-going formation for the coordinator will include:

- a. Skills, Knowledge, and Abilities
 - i. Pastoral Planning
 - ii. Basic Theology
 - iii. Evangelization Education and Training
 - iv. Certification as a Youth Minister, or equivalent professional degree and experience ** seeking information about the EQ Saints Certificate of Youth Ministry Program

8) Physical Demands

- a. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- b. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

9) Work Environment

- a. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- b. While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

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Coordinator of Youth Ministry

Ss. John and Paul Parish, Altoona, Iowa, a parish of intergenerational faith formation, seeks full-time Coordinator of Youth Ministry.

The coordinator’s focus of junior- and senior-high youth ministry and Confirmation preparation with freshmen and sophomores includes: collaborate for monthly intergenerational faith formation, plan for twice-monthly youth ministry groups and coordinate volunteers.

Necessary skills include relational ministry with adolescents, administration, planning, budgeting, program development, formation of volunteers. Candidate should be a person of faith, outgoing, energetic, personable, creative, organized, flexible, a team-player.

Salary based upon education and experience. For inquiries or job description, visit parish website. To apply, submit cover letter, résumé, references at ssjohnpaul.org/ymcoordinator.