



Prince of Peace Catholic Church Youth Minister Position Description

POSITION NAME: Youth Minister	OFFICE: Faith Formation Office
REPORTS TO: Director of Faith Formation	DEPARTMENT: Youth Ministry
CLASSIFICATION: Full-time	

Role:

The youth minister is responsible for the implementation of weekly youth programs, Core Team training, Confirmation preparation, and special events of the junior high and high school groups. This ministry position designs and implements catechetical and relational programs for youth that meet the expectations of the pastor and guidelines of the Archdiocese of Kansas City in Kansas.

Qualifications:

Our youth minister embodies a deep understanding of Catholic teachings, catechesis, and evangelization. With significant experience in organizational and program development, they live out the Church's teachings in both word and action. They excel in communication, problem-solving, and organizational skills, and effectively build relationships across diverse groups. As a practicing Catholic with a strong desire to lead others to Jesus Christ, they are detail-oriented, and adaptable to new technologies. They are also flexible and available for evening and weekend work, along with travel.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: (intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)

Confirmation Coordinator and Junior High Youth Minister

- Plan and coordinate a Confirmation program including catechesis, formation, retreats, service, and other needed initiatives.
- Plan and implement weekly activities for junior high—formation and service
- Provide a Confirmation retreat for all 8th graders
- Plan, organize, and implement Liturgy of Confirmation, including rehearsal and reception

High School Youth Minister

- With the support and direction of the pastor and director of faith formation, build and cast a vision for reaching all high school teens in parish boundaries
- Ensure the success of weekly high school youth ministry activities, including but not limited to:
- Ensure the success of annual cycle of retreats, trips and conferences for high school youth

Adult Volunteer Recruitment

- Recruit, train, assign, and evaluate the youth leaders. Coordinate participation in diocesan sponsored training programs.
- Serve as an advisor and support to youth leaders.
- Monitor the efforts of volunteer leaders and evaluate progress.
- Make special effort to gain the endorsement, support, and involvement of all adults, especially

parents and parish organizations.

- Ensure that CORE team has been VIRTUS trained and that they participate in on-going formation

Administrative Tasks required to complete functions above

- Schedule all room needs with scheduler.
- Maintain accurate records on ministry participants (attendance, permission slips)
- Gather, track, and maintain all the requirements for Confirmation for each candidate
- Prepare yearly budget for all youth related activities and follow set budget, following all Archdiocesan accounting procedures.
- Coordinate social media and publicity for above programs
- Communicate with clergy, parents, and students in a timely manner on curriculum, requirements, and events.
- Report all necessary information to Safe Environment Coordinator and civil authorities
- Other duties as assigned.

Collaboration with staff, area youth ministers and Archdiocesan staff

- Attend parish and Faith Formation Office meetings, retreats, and prayers.
- Participate in major pastoral assignments given by the pastor for the good of the parish
- Participate in on-going personal faith formation and educational opportunities.
- Knowledgeable and supportive of parish initiatives and events
- Develop working relationship with Archdiocesan staff through participation of meetings, reaching out for resources, and participating in youth events.
- Participate in youth ministry meetings with local youth ministers and develop relationships with youth ministers to collaborate and work together on initiatives.

WORKING ENVIRONMENT:

Work is performed mostly in a standard parish setting; in office, classroom and small group settings. Office is located in a two-story building with an elevator. This position requires employee to work hours that include evening and weekends.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that 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.

FIDELITY TO CHURCH TEACHING:

Since this position is a visible representative of the Catholic Church, it is necessary that the incumbent be a practicing Catholic, registered in a Catholic parish or Catholic faith community, and embraces in word and in deed the Church's teachings on faith and morals as articulated by the Church's magisterium.