Coordinator of High School Youth Ministry
Job Description
Blessed Sacrament Parish of Midland Michigan

Name: **Date:**
Job Title: Coordinator of High School Youth Ministry
Supervisor: Faith Formation Leader
Employment Status: Full-Time 2, Exempt, Salary

I.   GENERAL DESCRIPTION

The Coordinator of High School Youth Ministry is responsible, under direction of the Faith Formation Team Leader, for theological guidance and coordination of high school youth ministry for Blessed Sacrament Parish.

II.   RESPONSIBILITIES INCLUDE BUT NOT ARE LIMITED TO:

- Provides leadership in the design, implementation and evaluation of the high school youth ministry programs
- Coordinating the recruitment, training, support, and evaluation of volunteers in the youth ministry program
- Provides pastoral support within the high school youth ministry programs
- Attends Faith Formation team meetings as a member of the Faith Formation team and participates in the planning and implementation of team activities such as registration, Catechetical Sunday, parent and catechist formation
- Prepares and manages high school youth ministry budget in collaboration with Leader of Faith Formation.
- Fostering the involvement of young people in the life of the parish, including serving on various parish committees and being involved in parish activities
- Attends Parish Staff and Visioning Team meetings, prayer days, and annual planning sessions
- Coordinating the outreach to and evangelization of all young people in the parish

III. Program Content and Development

Responsible for developing, overseeing, and evaluation all programs related to high school youth ministry, but not limited to, the following areas:

1. **Sunday Night Program**
    a. 9-12th grade small groups
    b. Recruit and train catechists
    c. Provide catechetical support
    d. Determine appropriate curriculum across the grade levels
    e. Organize and promote gathered activities for the Sunday night small groups
    f. Weekly communication with catechists and parents
    g. Attend Sunday evening programming
2. **Youth to Youth Program**
    a. Plan biweekly preparation meetings for the Youth to Youth Retreat Team
        i. Coordinate with student leaders to plan and execute meetings
        ii. Communicate with adult volunteers
    b. Coordinate and plan the discernment retreat
    c. Communicate with Camp Rotary (or host site) to solidify details of the retreat weekend in April
    d. Work with team to finalize all the details of the retreat, including materials needed, finding priests for reconciliation, ordering shirts, and organize participant information
    e. Be present for the April retreat
3. **Outreach Program**
    a. Plan Biweekly preparation meetings for the Outreach Team
        i. Coordinate with student leaders to plan and execute meetings
        ii. Communicate with adult volunteers
        iii. Record attendance and volunteer service hours to team members
    b. Plan, coordinate, and attend fundraisers to provide proceeds for travel, church fees
    c. Work with mission organization to plan the mission trip
    d. Attend weeklong mission trip
4. **Other**
    a. Attend National Catholic Youth Conference every other year.
    b. Work with other Midland Area Catholic Churches to organize combined events, retreats, and service projects for all groups.
    c. Work with the diocese on diocesan wide events

IV.   EXPECTATIONS

- Support and implement the mission of the parish.
- Collaborate with Faith Formation Team Leader in program development.
- Respect cultural diversity.
- Participate actively in personnel prayer days and other worship opportunities
- Act in consistent manner with the teachings of the church.
- Act cooperatively in spirit: open, accepting, and helpful.
- Attend and participate in parish staff meetings and gatherings.
- Respect confidentiality.
- Continue education through appropriate classes and workshops.
- Connect with appropriate professional associations as needed
- Representation on appropriate committees and commissions of the parish.

V.   WORKING CONDITIONS

- This position will require working various hours including weekends and evenings. Occasional travel and overnight stays may be required.
- Work is performed primarily in the church, classroom, and office setting.
- While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet.
- Valid driver's license required.

VI.   QUALIFICATIONS & SKILLS

- An active member of a Catholic Parish Faith community.
- The ideal candidate is an energetic person of faith who is able to connect with young people and form them in discipleship. Commitment to take part in ongoing formation conducted by the diocese, by approved online classes, or in some other way is require. At least three years of experience in youth ministry desired.
- Has a degree in Theology or Religious Studies, or equivalent work experience.

- Possesses basic computer skills.
- Demonstrates competence in writing, speaking, and communication skills.
- Has ability to work collaboratively in team ministry.
- Ability to create boundaries and maintain confidentiality.
- Understand and implement parish and diocesan guidelines concerning safe environment and strict adherence to the parish safe environment program.
- Attend the Diocese of Saginaw Safe Environment Training for new hire employees within the first 30 days of hire
- Successful completion of criminal background check and if request a drug screening

JOB DESCRIPTION REVIEW AND ACCEPTANCE:

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

SIGNATURES

- ***Supervisor's to indicate the assignment of duties, line of supervision***
- ***Employee's, after hire, to indicate acceptance of duties and supervision***

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

Revised: August 2023