JOB TITLE: Coordinator of Youth and Young Adult Ministry  
FLSA STATUS: Exempt  
REPORTS TO: Pastor  
HRS/WEEK: 40+ Hrs  
DATE REVISED: June 2021  

Primary Purpose: Responsible for the faith formation of the adolescents (grades 7-12) and young adults within the parish/cluster, as designated and recognized by the pastor. Assess the needs of the parish adolescents and develop appropriate goals and objectives to meet those needs.

Essential Functions: Based upon the needs of the Parish, responsibilities may include but are not limited to the following:

1. Initiate, organize and implement ministry opportunities that will evangelize youth and young adults by leading them to an encounter with Jesus Christ.  
   a. Coordinate parish based large group, discipleship/small group ministry, and prayer nights for middle school and high school students (grades 7-12).  
   b. Facilitate young adult ministry including discipleship/small groups, Theology on Tap, and prayer nights.

2. Prepare youth ministry calendar in conjunction with the faith formation calendar. Plan an annual calendar of events (e.g., retreats, pilgrimages, camps, conferences, missions, service trips, etc.) aimed at drawing students closer to Christ.

3. Recruit, mentor, and train a team of adult volunteers to assist with the development and execution of the youth ministry program.

4. Provide leadership opportunities for high school students to assist in leading large group nights and retreats.

5. Support & assist in coordinating Sacramental programs, specifically Confirmation.

6. Prepare an operating budget for the youth ministry program, purchase any necessary supplies as authorized by the pastor, and maintain an inventory of program assets. Initiate and organize fundraising activities to support youth ministry activities.

7. Collaborate with the Faith Education Coordinator to select curriculum for small groups and Confirmation preparation.

8. Collaborate with the Gehlen Catholic School System Campus Minister for a unified youth program.

9. Promote and attend diocesan sponsored learning opportunities, meetings, and programs, as well as participate in professional growth offerings on a regional and national level as feasible.
10. Maintain necessary records and communicate legal issues to staff, parents, students and volunteers by:
   ● keeping and maintaining program records, including attendance records
   ● establishing, distributing and adhering to guidelines for the personal safety of all students and volunteers, particularly with regard to the Safe Environment Programs as established by the Diocese of Sioux City
   ● follow all pertinent legal procedures concerning issues of child abuse, teacher abuse, copyright laws, proper supervision, and waiver forms to limit liability.

11. Assist with other general responsibilities as assigned by the pastor - special projects, balancing of work load, or assisting in the absence of other employees

Requirements: Preferably a Bachelor of Arts Degree in Theology/Catechesis/Youth Ministry and/or equivalent course background/experience. Catholic in good standing who:
   1. Possesses a demonstrated commitment to further spiritual and professional growth.
   2. Exhibits leadership ability and a commitment to foster Christian education in accordance with the teaching and practice of the Catholic Church.
   3. Has excellent communication, organizational, and problem-solving skills and has the ability to multi-task.

Physical Circumstances: Both sedentary and active work are required. Duties may require travel, including evening and weekend meetings. Although work is performed primarily under inside environmental conditions, the required travel may result in temporary exposure to outside environmental conditions.

The above statements are intended to describe the general nature and level of work to be performed by the person chosen for this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required in the position described and may be supplemented or amended as necessary.

I have read and understand these job duties and my supervisor has reviewed these requirements with me.

Reviewed with: ________________________ Date: ____________  
(Employee)

Reviewed by: ________________________ Date: ____________  
(Supervisor)