

JOB DESCRIPTION

SAINT VINCENT DE PAUL CHURCH

POSITION TITLE: Confirmation, Youth & Young Adult Ministry Coordinator

JOB CLASSIFICATION: Non-Exempt

SALARY RANGE: \$21 to \$25 per hour

DEPARTMENT: Faith Formation

REPORTS TO: Pastor

Summary:

The Coordinator of Youth and Young Adult Ministry oversees all outreach, evangelization, catechetical, and social activities with the guidance of the Parish Pastor for Middle School and High School students and Young Adults.

ESSENTIAL FUNCTIONS:

- Coordinates and administers parish high school ministries including Sacrament preparation and youth evangelization.
- Oversees the registration process and payments for programs and events.
- Recruits, trains, supervises and evaluates all youth ministry adult and student leaders and catechists for Middle School, High School, and Sacrament Preparation.
- Ensures all Safe Environment requirements are met for adults and students involved in ministries.
- Creates opportunities to interact regularly and socially with the students throughout the year and directs relational ministry for students.
- Encourages youth to participate in the life of the parish: Christian Service opportunities, Sunday 4 pm Mass/Liturgy, Stations of the Cross, Adoration and other events.
- Provides appropriate catechesis or communicates opportunities for parents or guardians of students participating in youth ministry or sacrament preparation.
- Plans and oversees Young Adult monthly activities and facilitates outreach to transitioning young adults.
- Create an annual calendar for all programs coordinated by Youth Ministry.
- Prepares an annual budget for Youth Ministry in collaboration with the Pastor and Parish Finance Manager.
- Orders all materials and resources for Youth Ministry and Confirmation Preparation and maximizes benefits of resource subscriptions.
- Responsible for the good maintenance of the parish facilities used, including but not limited to ,audio visual equipment, furnishings, rooms, office space etc.
- Participates in diocesan events, communicates with diocesan youth director and coordinators, and other opportunities for further education.
- Communicates and meets with other Staff Members especially Faith Formation staff regarding planning, scheduling etc. Participates in staff meetings, days and retreats.
- Participates in the life of the parish and its spiritual and social activities.

Requirements

- BA degree in Theology/Religious Studies or related field with 24 semester units in theology/philosophy or equivalent experience/education.
- Demonstrable skill in leadership, management and organization.
- Interpersonal skills and ability to work with middle and high school students, parents, volunteers and staff.
- Fundamental expertise in Roman Catholic theology and moral development
- Computer skills, experience with Microsoft Office applications and knowledge of age-appropriate social media.
- Ability to maintain confidentiality in all matters.
- Bilingual (English/Spanish) preferred.

Hours: 40 per week including nights and weekend hours

Typical Working Conditions: Typical office environment.

Equipment Used: Basic computer equipment, keyboard, mouse, telephone, copier, calculator and paper shredder. Audio visual equipment (tv, projector, apple tv, etc.)

Essential Physical Tasks: Communicate, move, remain stationary, reach, and occasionally carry materials as needed weighing up to 30 lbs.