

SAINTS SIMON & JUDE CATHOLIC CHURCH
JOB DESCRIPTION

POSITION: Youth & Young Adult Minister/Coordinator

DEPARTMENT: Youth & Family Ministry

REPORTS TO: Pastor

HOURS: Full time. Non-Exempt.

COMPENSATION: \$20-25.00 per hour

MAIN OBJECTIVE:

The Youth & Young Adult Minister/Coordinator helps to develop comprehensive programs & ministries that foster the spiritual, social, and personal growth of youth and young adults within the SSJ parish community. This role involves creating an environment of belonging for young people throughout all ministries, promoting their families active participation in the life of the Church, and nurturing a deeper relationship with Christ through faith formation, fellowship, service opportunities, and community-building activities.

Because all Sts. Simon and Jude Catholic Church employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

SACRAMENT OF CONFIRMATION RESPONSIBILITIES:

- Providing and meeting all required components of the The Sacrament of Confirmation as outlined by the Diocese of Orange
- Creating and maintaining online registration, records of all Candidates, payments using Google Forms & church database
- Weekly email & text service communication with all parents, candidates, and volunteers - reminders, updates, class recaps, Home Faith Discussion newsletter
- Continually developing and updating curriculum for Confirmation classes
- Organizing and leading Confirmation classes (1x week, Sep - May)
- Planning and hosting various special events
 - Parent & Candidate informational meetings
 - Y1 on-site, day retreat
 - Y2 off-site, weekend retreat
 - Y1 Parent & Candidate Breakfast
 - Y2 Sponsor & Candidate Retreat
 - Y1 & Y2 Parent & Candidate class

- Building and training an adult catechist & volunteer team
- Sacramental preparation for baptized high school students
- Participation in Diocesan in-service and deanery meetings
- Commitment to relational ministry with leaders, volunteers, and Candidates
- Providing resources and events for parents of high school students
- Providing or communicating local service opportunities
- Content creation for classes, events, and social media
- Coordinating with the Diocese, sacristan, and Pastor in planning the Confirmation Mass

YOUTH MINISTRY RESPONSIBILITIES:

- Plan and lead the weekly high school Bible study
- Coordinating the High school Peer Ministry team
 - Monthly leadership/fellowship meetings
 - Connecting them to areas of service within Parish
 - Annual overnight retreat
- Monthly high school social nights
- Content creation and management of youth ministry social media account
- Providing content for weekly bulletin ads
- Collaborative ministry with other ministry leaders
- Relational ministry with high school students

YOUNG ADULT MINISTRY RESPONSIBILITIES:

- Connecting young adults to appropriate events & ministries within our parish, local community, and within the Diocese.
- Fostering participation from young adults at local colleges to serve within our youth ministry
- Monthly young adult bible studies (beginning Dec 2024 for young adult women)
- Planning, promoting, and hosting various summer events for high school students
- Quarterly XLTs

OTHER CURRENT RESPONSIBILITIES INCLUDE:

- Content creation & management of parish social media
- Tacos & Theology - organizing guest speakers, catering, and location

- Annual intergenerational Mission Trips to Poland & Mexico
 - Promotion and hosting informational meetings
 - Working alongside Praying Pelican Missions to plan and lead each trip
 - Organizing participant team meetings
 - Booking hotels & flights outside of PPM responsibility
 - Fundraising
- Supporting other ministries with promoting events as needed
- Collaborating with other ministries to plan summer events (Trivia Night, BBQs etc.)
- Other responsibilities as directed by the Pastor

WORK ENVIRONMENT :

Typical Working Conditions:	Office environment as well as travelling to various parishes/centers to meet with local leadership
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder.
Essential Physical Tasks:	Verbal communication, movement around office, remain stationary, reach, occasionally carry materials as needed weighing up to 30 lbs, carry and set up for meetings, gatherings (ie. Water bottles, drinks, pastries, water jugs, etc)