

Department: Confirmation & Youth Ministry

Job Title: Assistant Youth Minister

Position Type: Full Time/ Exempt

Pay: \$70,304 - \$72,500/ year

Reports to: Director of Confirmation & Youth Ministry (DCYM)

JOB SUMMARY:

The Assistant Youth Minister oversees and participates in various aspects of the functional and preparatory tasks for our teens and their families. This position is responsible for maintaining healthy working relationships with students, parents, staff, and volunteers. Therefore, it is expected that the Assistant Youth Minister will have a solid understanding of Catholic teachings, a strong sense of faith, and a strong work ethic including communication and collaboration skills.

DUTIES AND RESPONSIBILITIES:

The Assistant Youth Minister has responsibilities including (but not limited to):

† Youth Nights

- Planning and organizing all Youth Nights
 - Topic, Music, Speaker, Activities, Food
- Plan and Coordinate publicity for Youth Nights
- Utilize CORE team and volunteers as necessary

† Confirmation

- Review, adapt and communicate upcoming curriculum to team
- Assist as needed at classes
- Assist in prep of meeting rooms/classrooms and attendance
- Close up classrooms at end of sessions including trash pickup & lock-up

† Retreats

- Attend all retreats start to finish (5 a year)
- Assist with planning
 - Theme
 - Agenda
 - Preparation
- Assist on weekend as assigned

† General Youth Ministry Expectations

- Attend parent, teen, and volunteer meetings as assigned by DCYM
- Assist DCYM with Confirmation ceremony preparation and day of
- Attend and assist DCYM at all Retreats and preparation
- Collaborate to design, plan, and execute new and innovative YM events
- Other duties as may be assigned

† Service Projects

- Researching and creating service project list of opportunities
- Coordinating service projects as needed

† **Social Media & Communications**

(All content to be reviewed with DCYM prior to publishing)

- Website
 - Update and create new content, including text, images, and other media
 - Creating and schedule content to maintain a consistent presence
 - Audit existing content for accuracy and relevance
- Bulletin
 - Submit upcoming meeting dates, events, and graphics to Lisa Bergler by Monday previous to the Sunday.
- Communication (Email, Remind, WhatsApp, GroupMe)
 - Utilize platforms to communicate timely updates and reminders of upcoming events and program details

† **Family and student records in ParishSoft database**

- Review of family information at registration
- Ensure proper recording in ParishSoft
- Family data updates as needed throughout the year

† **Student requirements (attendance, service projects, sponsor forms, saint reports, bishop letter)**

- Timely recording of all Confirmation student requirements in ParishSoft
- Regular notices to families with status of requirements progress
 - Email monthly
 - Mail form letters every 2 months
 - Phone calls as deemed necessary

† **Office Duties**

- Maintain consistent office hours
- Answer inquiries in a timely manner
- Be present in office during class times
- Step in as substitute small group leader as needed
- Assist with preparation for various class & staff events
- Attendance at monthly staff meetings
- Attendance & assistance with various Faith Formation and parish events
- Other duties as may be assigned

† **Skills**

- General Computer Skills and Knowledge
- Proficient in Microsoft Excel, Microsoft Word, and Canva
- Familiarity with Parish Soft
- Effective communication skills
- Ability to prioritize and execute responsibilities
- Ability to build solid working relationships
- Ability to interact with parents and teens maintaining a friendly and welcoming attitude through all situations
- Ability to deal with change

† **Work Conditions**

- The position primarily involves work in an office setting within the parish premises, requiring frequent use of office equipment such as computers, telephones, printers, credit card swipe, postage machine, and filing systems.
- Evening and weekend work is required to accommodate parish programs and events.
- Must be available to adjust the schedule as needed to meet the needs of the parish community and ministry activities.
- Regular interaction with children, youth, adults, and volunteers in a professional and faith-based environment.
- Some local travel may be required for parish and diocesan meetings or events.

† **Physical Requirements**

- Ability to remain seated for extended periods while performing administrative tasks.
- Frequent walking, standing, and moving around the parish campus to support programs and events.
- Ability to lift and carry items up to 25 pounds, such as program materials, supplies, and event setups.
- Manual dexterity required for operating office equipment, creating materials, and managing paperwork.

Because all St. Thomas More 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. The Assistant Youth Minister must be a practicing, fully initiated Catholic with a minimum of a high school education.

The Assistant Youth Minister **MUST** complete and pass the Safe Environment requirements of the Diocese of Orange: fingerprinting and background clearance through the U.S. Department of Justice and FBI, as well as Catholic Mutual Group training in accordance with the Roman Catholic Church's Covenant with the Faithful. Screening One clearance must also be completed as required by the Diocese of Orange.

This description should not be construed to contain every responsibility that an employee in this job may be required to perform. Employees are required to perform other related functions as needed and assigned by the Pastor/Administrator and Director of Confirmation and Youth Ministry.

