Coordinator of Youth Ministry

Status: Exempt
Reports to: Director of Faith Formation
Hours: Full Time

Primary Function:
To coordinate and oversee the middle school “EDGE” program (grades 6-8), high school and confirmation programs.

Major Areas of Responsibilities:

General Duties
- Attend weekly YFF staff meetings.
- Maintain and facilitate a relationship with Catholic and public schools.
- Develop and manage curriculum for all programs in collaboration with Director.
- Work and maintain budget in conjunction with director.
- Monitor and keep up to date information on the youth ministry website, parish website, and bulletin.
- Calendar planning and reserve facilities for specific events.
- Plan and publish yearly EDGE, High School and Confirmation calendars.
- Schedule and coordinate a yearly retreats for middle school, high school, and confirmation (transportation, permission slips, chaperones, facilities— Steubenville, Lifeteen Camp, etc.).
- Coordinate and perform record keeping of student attendance, including permission slips and confirmation paperwork.
- Attend student’s extra curricular and school activities (relational ministry).
- Create, communicate, and promote all events to families and parish regarding weekly sessions, events, and updates via email, phone, bulletin, website, and social media.
- Recruit, manage, and train core team (adult and student).
- Develop and oversee the youth ministry budget in collaboration with the Director.
- Plan monthly off-site events for all levels (middle and high school YM).
- Collaboration with other parish ministries as needed.
- Participation in diocesan-sponsored events as appropriate.
- Maintain and clean youth room.
- Create multimedia presentations for weekly meetings.
- Monitor and return voicemail and emails within a timely manner (24 hour time period).
- Ensure all volunteers/core team 18+ are Safe Environment trained.

Middle School EDGE:
- Facilitate and coordinate weekly Middle School youth group.
- Prepare and plan yearly penance service with Director and Pastor.
- Coordinate monthly off site/on site events for all middle school students.
- Plan, Coordinate, and facilitate Middle School VBS.
High School Youth Ministry:
• Facilitate and coordinate weekly life nights (youth group).
• Plan and oversee yearly freshman welcome event.
• Attend and coordinate weekly announcements at the youth Mass.
• Develop a hospitality team for the Sunday youth Mass.
• Recruit, develop, train, and supervise a Core Team.
• Plan bi-weekly outreaches to local high schools.
• Schedule and coordinate a yearly Core Team retreat (transportation, permission slips, chaperones, facilities).
• Create and maintain a youth band, including coordinating lyrics/worship aids when necessary.
• Host monthly middle school night with high school students.
• Host, plan, and organize XLT events.

Confirmation
• Advertise, plan, and host yearly parent information meetings.
• Organize and coordinate a parent ministry program.
• Implement, speak, and lead Confirmation sessions.
• Plan and oversee Confirmation retreats, currently held off-site.
• Organize service project opportunities for students and families.
• Plan and oversee Confirmation Mass and needed elements.

Qualifications:
• At least 3 years of experience working in Youth Ministry in a leadership role.
• Practicing Roman Catholic in good standing.
• Must be a minimum of 25 years old.
• Ability to work independently.
• Excellent public speaking, leadership, and team building skills a must.
• Proficiency in Microsoft Office Suite (word, excel, office 365), flocknote, managing social media, google docs/drive, and pro-presenter a must.
• Desire to always speak the Church's truth, especially over personal opinion.
• Possess an understanding of scriptural concepts such as discipleship and conversion, including a strong foundation in prayer and liturgy.
• Must have relational skills, with the ability to organize outreaches for the youth.
• A Bachelor's degree in Theology, Religious Studies, or related fields a plus.
• Be certified or working towards certification as set forth by the Diocese and to be open to continuing education opportunities while serving in ministry within the parish.

Submit cover letter and resume to Amy Franklin at: afranklin@sfsolano.org