

Job Description

St. Charles Borromeo Catholic Church

Position Title: Youth and Young Adult Minister	Immediate Supervisor: Pastor
Position Status: Non-Exempt, Full-time with benefits	Work Schedule: 30 hours; Attendance at all staff meetings; Weekend activities

Position Summary: The youth and young adult minister (YYAM) has four main responsibilities: 1) Coordinates the evangelization, catechesis, formation, and mission to middle school students, grades 6-8; 2) Coordinates the evangelization, catechesis, formation, and mission to high school students, grades 9-12, as well as administering the confirmation program for 11th grade using *Life Teen's Purpose* program; 3) Facilitates weekly or twice-a-month ministry activities for young adults, ages 21-35; and 4) Coordinates and runs a summer Vacation Bible School. The duties will include leading weekly or bi-weekly gatherings, monthly activities, yearly retreats, and sacramental preparation.

Duties and Responsibilities

- Coordinate the evangelization and ministry to all middle schoolers and teens in the parish, based on the 1997 USCCB document, *Renewing The Vision: A Framework for Catholic Youth Ministry*.
- Continue to develop curriculum for a comprehensive youth ministry program for grades 6-8 and 9-12.
- Serve as a member of the parish staff. Attend all staff meetings, retreats, faith formation.
- Recruit, train, and support adult volunteers for the Youth Leadership Core Team, which assists in planning, implementing and evaluating a comprehensive youth ministry program.
- Administer and lead the parish's Confirmation program, including sacramental registration.
- Organize confession for youth, twice per year.
- Coordinate youth participation in parish liturgies as well as Exposition and Adoration of the Blessed Sacrament.
- Communicate regularly and effectively to the parish, the staff, and the parish council about youth ministry activities.
- Spend time in relational ministry with youth. Besides the scheduled ministry events of our program, this should include things like attending high schools special events, such as Masses, sporting, cultural, and social events.
- Engage in ongoing personal education, faith formation, and youth ministry training.
- Connect and coordinate with other youth ministry groups, offices, and committees in the diocese and in appropriate professional associations.
- Work evenings and weekends as needed.
- Organize and develop fundraising for youth events, trips, and projects.
- Begin and coordinate a young adult ministry group at St. Charles parish.

Qualifications:

- Youth ministry experience (as leader or volunteer) in a catholic parish (2-3 years)
- Bachelor or higher degree in Theology, Ministry, or related field; or a combination of education and experience will be considered.
- Certification in Youth Ministry. (Can complete this while on the job).
- A practicing Roman Catholic in good standing with the Church and an active member of a Roman Catholic Parish, fully supportive of the Church's authentic magisterium. Must model Catholic vocation and moral life.
- Must have a passion for the evangelization of teens and ministry with youth and young adults, rooted in a personal relationship with Jesus Christ in faithful obedience to His Church.
- Someone who is energized by conversation and engagement with teens and young adults.
- Good communication skills with teens and their parents.
- Good public relations skills and an ability to communicate effectively, both orally and in writing in a positive and professional manner.
- Good leadership, administrative, planning, and organizational skills.
- Technology skills, especially in the area of communication through social media, as well as basic computer skills using Microsoft Office Suite and Google Drive.
- Successful completion of the Parish Safe Environment process.
- The ability to maintain confidentiality.

How to Apply

- Please send a cover letter with resume to Fr. Mark Kramer, S.J., in care of Ms. Mary Ann Matte, Administrative Assistant at: matte@st-charles-borromeo.org