

Youth Minister Job Description
St. Charles Borromeo Catholic Church

Position Title: Youth Minister	Immediate Supervisor: Director of Religious Education [DRE]
Position Status: Non-Exempt, Part-time	Work Schedule: Hours negotiable; August- May; Weekend activities

Position Summary: The youth minister helps the DRE coordinate the evangelization, catechesis, formation, and mission to young people from grades 9 – 12. The duties will include leading and/or assisting at weekly or bi-weekly gatherings, monthly activities, yearly retreats, and sacramental preparation. The assistant also helps the DRE to administer the confirmation program.

Duties and Responsibilities

- Assist in the evangelization and ministry to all teens in the parish, based on the 1997 USCCB document, *Renewing The Vision: A Framework for Catholic Youth Ministry*.
- Assist in curriculum development for a comprehensive youth ministry program for grades 9-12.
- Assist in recruiting, training, and supporting adult volunteers for the Youth Leadership Core Team.
- Assist in the administration of the parish's Confirmation program, including leading lessons.
- Assist in organizing confession for youth, twice per year.
- Assist in coordinating youth participation in parish liturgies as well as Exposition and Adoration of the Blessed Sacrament.
- If possible, engage in ongoing personal education, faith formation, and youth ministry training, working toward a certificate in youth ministry from Franciscan University's Catechetical Institute.
- Work evenings and weekends as needed.
- Assist in organizing and developing fundraising for youth events, trips, projects.

Qualifications:

- Youth ministry experience (preferably as a leader or volunteer, but at least as a participant) in a catholic parish (1-2 years).
- A combination of education and experience will be considered. Well catechized and knowledgeable in catholic teaching and a capacity for teaching.
- 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 youth ministry, rooted in a personal relationship with Jesus Christ in faithful obedience to His Church.
- Someone who is energized by conversation and engagement with teens.
- 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