

Blessed Trinity Parish

Position Description

JOB TITLE: Director of Youth Ministry **SUPERVISOR:** Pastor

Position Status: Part-time, salaried, exempt

General Description: Furthers the mission of the Catholic Church by directing the faith formation of parish youth in grades 6-12. This position promotes a life-long faith development by instilling the fullness of the Catholic faith to teenage members of the parish.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Organizes, schedules, and oversees religious education and faith formation of parish youth (grades 6-12) in conformity with the policies of the Diocesan Office of Faith Formation and the Michigan Catholic Conference.

Works with parish youth on Sunday evenings in the areas of faith formation, outreach, and fellowship to instill Catholic values and teachings, making use of the parish youth room as a “base of operations” that youth can claim as their own.

Provides leadership in the design and implementation of all parish teenage youth ministry programs.

Fosters the involvement of youth in the ongoing life of the parish, including the celebration of the Eucharist and parish activities.

Coordinates the outreach to and evangelization of teenage members of the parish.

Attends (with parish youth) the National Catholic Youth Conference every other year.

Oversees the preparation of the Sacrament of Confirmation with appropriate activities.

Attends and participates in parish staff meetings.

Attends Diocesan meetings and workshops concerning youth ministry.

Works with the Parish Secretary in the recording of Sacramental information.

Works with the Parish Bookkeeper regarding an annual budget for youth ministry.

(OVER)

ACCOUNTABILITY AND COLLABORATIVE RELATIONSHIPS

Reports directly to the Pastor.

Collaborates with the Director of Faith Formation.

Meets regularly as part of the parish staff and works cooperatively with them.

POSITION REQUIREMENTS

Must be a practicing Catholic in good standing with the Church.

Must have a minimum of two years' experience as a Catholic parish catechist, be current on trends in Catholic youth ministry, and be a certified catechist in the Diocese of Saginaw.

Must have participation in the Virtus Safe Environment program and pass a criminal background check.

Must have a good understanding of the beliefs and practices of the Catholic faith, and be committed to the catechetical vision of the Second Vatican Council.

Must be committed to collaborative ministry.

Must have excellent written and verbal skills and be familiar with the usage of online social media which are used by youth in general.

Must have a valid driver's license.

Regular, reliable attendance is required for this position.

WORKING CONDITIONS

While performing duties, must be able to sit or stand for long periods of time, and answer phone calls and texts. Some standing, stooping, and bending is required. Employee is expected to work onsite. Some travel is expected during the school year. Weekend work is required.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.