

St. Gabriel Parish of Auburn Job Description

TITLE: Youth Minister

Date: August 2026

SUPERVISOR: Pastor

STATUS: Part-Time 2, Hourly, Non-Exempt (*up to 19 hours per week*)

GENERAL DESCRIPTION

This person will be responsible for implementing an effective youth ministry program for middle and high school students. This person is an essential part of the staff to engage the youth and lead them into a deeper relationship with Christ and the Catholic church.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Develop and maintain an effective youth ministry program
- Develop and foster participation of the youth in broader parish ministries and activities
- Develop methods for outreach to young people not already involved in parish programs
- Involve the youth with activities, retreats and prayer experiences
- Develop a yearly calendar of education/formation sessions and events
- Seek to enable adults and youth in leadership roles
- Provide adequate communication of goals and activities to the pastor, parents, youth and parish community
- Stay up to date with theology, church teaching, diocesan guidelines and practices that relate to youth. This would include participating in diocesan sponsored events
- Coordinate Confirmation preparation for middle school students
- Participate in wider scope events such as mission trips, NCYC or World Youth Day
- Fundraise to support events and activities for youth ministry
- Attend staff meetings, parish council meetings
- Ability to discern and maintain confidential information
- Other duties as assigned by supervisor.

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Position reports to Pastor
- Maintain professional relationships with staff, parents and volunteers
- Work with the parish council to engage and form the youth as parish leaders

QUALIFICATIONS & SKILLS

Education: A certificate or degree in youth ministry is preferred or commensurate ministry training and experience.

Experience: 1-3 years in parish ministry is preferred

Job Related Skills: The skillset of the individual should include the ability to communicate effectively with multiple groups of people, follow through on projects, and the ability to articulate and explain aspects of the faith. Computer skills are also required.

Interpersonal Skills: The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior.

Language skills: Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS

- Hours of Work: Typical work schedule is flexible. Evening and weekend availability as needed.
- Nature of Work: Work environment is primarily in a church setting. However, environment is dependent on scheduled meetings and activities.
- Employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift up-to 15 lbs.
- A valid Driver's License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Practicing Catholic who possesses understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.
- Successful completion of the Diocese of Saginaw Safe Environment training for newly hired employees within the first 30 days of hire.
- Successful completion of a criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.

JOB DESCRIPTION REVIEW AND ACCEPTANCE

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

SIGNATURES

- *Supervisor's signature indicates assignment of duties, line of supervision*
- *Employee's signature, after hire, indicates acceptance of duties and supervision*

Employee: _____

Date: _____

Supervisor: _____

Date: _____