**Job Description**

**Director of Youth Ministry**

**Job Title:** Director of Youth Ministry

**Department:** Youth Ministry

**Reports To:** Pastor, Supervisor appointed by the Pastor and Business Administrator

**Status:** Full-time - Non- exempt

**Approved Date:** March 11, 2022

**Approved By:** Rev. Jim Courville

**PURPOSE:** The Director of Youth Ministry is responsible for bringing about a comprehensive catechesis to the youth of the parish considering the mission to bring into a deeper communion and intimacy with Jesus Christ through prayer and the faithful teaching of the Catholic faith.

**RESPONSIBLE TO:** The Youth Ministry Director is to consult and collaborate with his/her immediate supervisor (appointed by the pastor and/or the pastor himself) and with the Office of Adolescent Catechesis and Evangelization (O.A.C.E) from the Archdiocese of Galveston-Houston regarding catechesis, programming, training, and resources. He/she will also provide leadership and direction for the parish community and volunteers on matters pertinent to comprehensive youth ministry, in collaboration and under the guidance of his/her supervisor. The Associate Director will accomplish this by formulating programs encompassing the vision, values, goals, and objectives of comprehensive youth ministry as defined by the USCCB and the Archdiocese of Galveston-Houston.

**SPECIFIC RESPONSIBILITIES:**

**Specific Responsibilities**

* Direct Service to Youth

1. Plan, organize, and implement parish-level opportunities and events for middle school and high school youth, including Confirmation, helping them to pray, learn, serve, and socialize (i.e.: catechesis, retreats, rallies, community building, service projects, fundraisers etc.)
2. Collaborate with local, archdiocesan, and regional organizations in providing supplemental programming (i.e.: Office of Adolescent Catechesis and Evangelization/ O.A.C.E)

* Direct Service to Volunteers

1. Make sure all volunteers within Youth Ministry are properly trained in the Archdiocesan Safe Environment protection for minors and maintain this training up to date with the latest archdiocesan policies and/ or changes.
2. Pastoral and professional care of adult volunteers working in Youth Ministry.
3. Provide opportunities for personal, professional, and spiritual development.
4. Provide training and education relevant to certification for adult volunteers.

* Administrative Responsibilities

1. Respond in a prompt and timely manner to emails, inquiries, call back messages, etc. parents, parishioners, office staff and/or youth.
2. Take phone calls and/or walk-ins from parents of teenagers enrolled in Youth Ministry and/or volunteers of Youth Ministry.
3. Train and guide the Associate Youth Ministry Director in learning Parish Soft and ADP.
4. Formulate and administer an annual budget in collaboration with the Pastor and the Business Manager.
5. Attend scheduled staff meetings and other events as needed.
6. Immediate hand over of any registration fees (cash or checks) to the registrar and/or parish bookkeeper.

* Professional Ethics and Development

1. Maintain his/her Safe Haven training up to date as per Archdiocesan Policy.
2. Obtain archdiocesan catechetical certification relevant to Youth Ministry. Continual formation in the Catholic faith is crucial for this ministry and should be considered a priority.
3. Participate in local, regional, and national organizations relevant to youth ministry, if needed.
4. Participate in educational and training opportunities for growth and development related to ministry.
5. Participate in an annual retreat, or similar experience, for spiritual growth.
6. The Youth Ministry Director must be present on campus during office hours and be available to co-workers and parishioners regarding duties pertaining to Youth Ministry.
7. It is expected from both the Youth Ministry Director and the Associate Director to keep their workplace clean, organized and presentable as befits a professional Catholic work place.

**REQUIREMENTS AND ENCOURAGED QUALIFICATIONS:**

**Requirements:**

* Knowledge of the teachings of the Roman Catholic Church as handed down by the Magisterium, Tradition and Sacred Scripture. This includes, but not limited to the Catechism of the Catholic Church, Sacred Scriptures, the Code of Canon Law, Papal Encyclicals, the documents of the Second Vatican Council.
* Active prayer life and fidelity to the Catholic moral teachings. The Youth Director should himself/herself be an authentic disciple of Jesus Christ if he/she is to foster a culture of encounter with Christ and His Church among the youth.
* Ability to operate various Microsoft Office programs, such as Microsoft Word, Excel, Power Point. As well as email software and parish database programs.
  + Training will be provided on how to handle specific parish software and databases.
* Effective time management and organizational skills.
* Basic Youth Ministry certification with the Archdiocese within the first year of employment.
* Be a person of maturity, capable of relating effectively with people of various ages and backgrounds. As well as being capable of handling different situations that arise within ministry.
* The Youth Director must always maintain compliance with the Archdiocesan Safe Environment program throughout the employment period.
* Maintain a specific work schedule of 40 hours a week including evenings, weekends and special occasions as the Youth Ministry calendar may demand.
  + The preceding does not negate the necessity of having regular scheduled office hours for planning and collaboration with other parish staff. The Youth Director will work with the Pastor, the appointed supervisor, and Business Administrator to set an agreed upon standard work week adjusting as needed for special activities.

**Encouraged Qualifications:**

* Bachelor's degree in Theology, Religious Education, Youth Ministry, or a Related Field (Education, Psychology, etc.) or equivalent professional experience.
* Bilingual
* 1-3 years of previous Youth Ministry experience.

**To apply, email your resume and cover letter to** [**careers@sthelenchurch.org**](mailto:careers@sthelenchurch.org)