

ST. PATRICK'S CHURCH



VOLUNTEER MINISTRY POSITION DESCRIPTION

Our Parish Communities
RC DIOCESE OF CALGARY

Youth Ministry Coordinator

Overview

Youth Ministry aims to develop leadership skills, foster community, cultivate a stronger sense of justice, build self-confidence and promote spiritual maturity among the parish's youth. Under the direction of the Pastor, the Youth Ministers' Director is responsible for the ongoing development and support of programs and services for the parish's youth. The Youth Ministers' Director collaborates with the Pastor, Pastoral Team and Pastoral Council to direct Youth Ministry that promotes the pastoral plan of the parish and ensures a good balance between faith development, social events and outreach activities.

Activities/Responsibilities

- Maintains contact list of Youth Ministers and Youth Minister's Assistants.
- Ensures any changes in the list of Youth Ministers and Youth Minister's Assistants are communicated promptly to the Parish Volunteer Screening Committee.
- Maintains contact list of youth who are involved and/or interested in Youth Ministry.
- Invites and motivates parish youth to attend and participate in Youth Ministry events.
- Collaborates with the Pastor to set up prayer and liturgical celebration opportunities for youth participation.
- Plans and develops youth retreats, faith sharing opportunities and youth formation.
- Ensures a good balance between faith development, social events and outreach activities.
- Organizes the youth of the parish to participate in service projects within the community.
- Invites, trains and supports Youth Ministers and Youth Minister's Assistants. Provides the necessary theological resources to support and aid in the spiritual formation of the parish's youth.
- Gathers suitable materials and maintains a library of information helpful to the parish's youth.
- Serves as an advocate for the needs of youth and families with youth to other parish groups and the wider community.
- Establishes networks for referral of youth to appropriate counselling and resource programs when the situation is beyond the scope of the parish.
- Conducts needs assessments in the parish community in order to develop youth programming.

- Supervises and evaluates all programs and activities involving youth.
- Prepares and develops a budget for the Youth Ministry account and any fundraising efforts.
- Is responsible for publicity and promotion of youth events.
- Liaises with other parish Youth Ministers and/or Directors.
- Networks with ecumenical Youth Ministers and/or Directors and other youth related agencies.
- Maintains communication with the local School Chaplains.
- Is a presence in schools, making announcements, spending time with the youth during lunch and being available during some assemblies and gatherings.
- Is available for meetings and training on both the parish and diocesan levels.
- Schedules, coordinates and is present for planning meetings as required.

Skills, Experiences, Personal Traits and Qualifications

- Has experience as a Youth Minister or appropriate university courses in Youth Ministry, theology or pastoral studies.
- Is recognized within the parish community as a person of good reputation.
- Has appropriate leadership and organizational skills.
- Is familiar with the Liturgy and the teachings of the Catholic Church as expressed in the documents of the Second Vatican Council and has an understanding of catechetical methodology.
- Is familiar with the principles of youth counselling and spiritual direction.
- Can relate effectively and communicate clearly with others, especially youth.
- Has the ability to motivate, enable and engage youth and Youth Ministers.
- Must have good presentation skills.
- Has the ability to facilitate meetings and group dynamics.
- In cases of emergency, knows contacts and/or procedures.
- Is willing to participate in ongoing formation.

Working Conditions

- This position is a paid position
- First level and support is from the Parish Pastor

Screening Checklist for this High Risk Position at St. Patrick's Church

- Completion of a Volunteer Information Form
- Agreement to the Diocesan Model Code of Conduct
- An interview
- Three reference checks
- A Vulnerable Sector Police Information Check
An Intervention Records Check (Child Welfare) will be required for overnight supervisors.
- Completion of On-Line Training Program for the Vulnerable
- Training and orientation
- Supervision, periodic evaluations and participant follow-ups

Parish Volunteer Screening Coordinator

Pastor

Date: _____