

**ST. JAMES CATHOLIC CHURCH  
MENOMONEE FALLS, WISCONSIN**

**COORDINATOR OF YOUTH MINISTRY**

**I. IDENTIFYING INFORMATION**

The Coordinator of Youth Ministry works in collaboration with the Christian Formation staff, the Pastoral staff, and cluster parishes. The Coordinator of Youth Ministry is supervised by the Director of Christian Formation. The Coordinator of Youth Ministry works a varied schedule with a combination of set and flexible hours according to the activities of the day and the season of the year. This is a full-time, 12-month position with work hours averaging 40 hours per week.

**II. PRIMARY FUNCTION**

The Coordinator of Youth Ministry is responsible for helping to implement “Renewing the Vision: A Framework for Catholic Youth Ministry” on the local parish level. The Coordinator of Youth Ministry strives to empower young people to live as disciples of Jesus, through participation in the life, mission, and work of the Catholic Church. This also includes encouraging families to come to mass. He/she is responsible for creating, developing, and coordinating various programs for students in grades 6 – 12.

**III. POSITION CONTENT**

**MAJOR POSITION RESPONSIBILITIES**

1. Works with Director of Christian Formation to recruit catechists to lead the many groups of youth for their Christian formation meetings.
2. Works with the Director of Christian Formation to support, evaluate, train and communicate with Catechists, as well as other leaders.
3. Provides leadership and presence at Christian Formation sessions and other events.
4. Develops and maintains a weekly schedule of office and program hours subject to the approval of the Director of Christian Formation.
5. Coordinates service opportunities and retreats for students in grades 6-12.
6. Attends and coordinates all aspects of the summer mission trip, including communication with families and staff, fundraising events, and all details needed for the weeklong trip, including financial accountability.
7. Supervises and mentors Youth Leadership and participates in cluster activities and events that are for youth.
8. Partners with Adult/Family Minister to create programming for GIFT
9. Coordinates and implements all aspects of the Confirmation Program, including, but not limited to, weekly sessions, service, correspondence, and retreats.
10. Attends staff, parish, cluster, and archdiocesan meetings.
11. Partners with CF Staff to reach out to young adults in the community.

**IV. POSITION SPECIFICATIONS/REQUIREMENTS**

**SKILLS, KNOWLEDGE AND/OR ABILITIES**

1. Must be a practicing Catholic.
2. Understands the overall parish mission and administers programs/activities in relation to it.
3. Must understand Catholic teachings as they apply to Youth Ministry.
4. Must be self-motivated and possess strong interpersonal and communication skills, both written and oral.
5. Must be able to work collaboratively in a team setting.

6. Ability to facilitate small/large groups and teach as required.
7. Must have the ability to delegate tasks, manage time appropriately and meet deadlines with a minimum amount of supervision.
8. Must have a willingness to serve in other areas of parish ministry as needed.
9. Must be familiar with technology, social media, and other forms of communication.
10. Must always maintain confidentiality in all areas of responsibility.

**V. EDUCATION, TRAINING AND/OR EXPERIENCE**

1. Bachelor's degree preferred in Religious/Theological studies or a related field or 5-7 years of equivalent experience in a parish or school setting.
3. Experience working with any combination of Middle School and High School youth.
4. Maintains a level of expertise in Christian Formation especially in Youth Ministry by participating in diocesan sponsored trainings, classes, workshops and/or membership in related professional organizations.

**VI. WORKING ENVIRONMENT**

1. Evening and weekend work hours are required.
2. Must have completed the "Safeguarding All God's Family" Program.
3. All personnel dealing with youth are subject to a background investigation.
4. Physically able to meet the demands of the job; which may include bending, reaching and occasional lifting 20-50 lbs.

**In addition, all Staff members are expected to perform their duties in a professional manner and spirit which will make people feel at home in the church. In addition to this description staff members are expected to recognize tasks which need to be done, and to undertake them on their own initiative, or to draw them to the attention of their supervisor, if the tasks are beyond their ability or time.**