

Director of Youth Ministry Sample Job Description

The Director of Youth Ministry (DYM) will be responsible for developing a parish (cluster) based pastoral ministry with young people that includes goal implementation for those components outlined in the USCCB's document *Renewing a Vision: A framework for Catholic Youth Ministry* consistent with the guidelines of the Archdiocese of Milwaukee. This program, which will reach out to all youth in the community, provides for formal catechesis, invites, and enables youth to serve others. The program shall develop close communication with, and mutual support from, families of youth and collaborates with other parish and community youth organizations. The DYM provides vision and coordination for the parish's efforts in ministry to young people in middle school and high school (6th through 12 grades).

The primary objectives of these programs are to model for young people how they put their learned faith into action.

- Integrate adolescent catechesis into a comprehensive ministry to, with, by and for youth
- Supervise, advise and support Youth Ministry volunteers
- Provide outreach to youth in the areas of advocacy, evangelization, justice and service, leadership development, community life, and prayer/worship
- Incorporate the Archdiocesan guidelines from Parish and School Policy Manual
- Oversee YM program expenses, preparing and submitting annual budget

The DYM is a member of the pastoral team and reports directly to the pastor. The DYM will be responsible to:

- Attend regular pastoral staff meetings
- Participate in staff planning
- Communicate with staff about youth ministry activities
- Seek staff input in planning youth ministry activities
- Be a resource to parish staff on issues related to youth and youth ministry

Responsibilities:

- Serve on the YM Committee of the formation commission, which is an oversight group providing vision, direction, support and advocacy for the parish ministry with youth
- Coordinate the recruitment, training, supporting, and evaluating of volunteers in the YM program
- Develop a systematic and intentional plan for adolescent catechesis that utilizes a creative variety of formats, settings and timeframes
- Provide resources (print, video, archdiocesan events) for effective programming
- Provide appropriate training for the adults and young people in leadership positions

- Foster the involvement of young people in the life of the parish, including serving in various ministerial roles, serving on various parish committees and being involved in parish activities
- Coordinate the outreach to and evangelization of all young people in the parish
- Serve as the liaison with the Archdiocesan Office of Catechesis & Youth Ministry and their programs, services and resources
- Maintain policies and record compliance with the Archdiocese of Milwaukee's Safeguarding All God's Children program
- Be a presence in the parish community through its liturgical and social activities
- Promote good public relations both within and beyond the parish and is involved in Archdiocesan events
- Be able to understand, accept and implement the vision statement of the parish pastoral team
- Communicate and collaborate with appropriate committees, i.e., liturgy, social justice, religious education, etc
- Regularly communicate with parents and parishioners and seek their input as appropriate
- Regular communications with Archdiocesan Offices, adherence to Archdiocesan policies, participation in Archdiocesan professional organizations.
- Maintain necessary office and program records
- Submit periodic reports to the pastor
- Be available for and set times for listening, advising and referral
- Plan, coordinate and implement weekend retreats and evenings for prayer and reflection.

Job Requirements:

- Bachelor's degree in Religious Education or Theology or National Credential in Youth Ministry or background in theology and educational methodologies with a willingness to move toward credential or degree
- Practicing Catholic able to participate in the sacraments of the Church
- Proficient in using the computer including Word, Excel, email, etc
- Minimum of three years Youth Ministry experience in a Catholic parish

Employee received and understands job description _____
Signature and date