



Transfiguration of the Lord Parish

225 North Eighth Street Upper Sandusky, OH 43351, Ph. 419.294.1268

www.transfigurationofthelordparish.com

DIOCESE OF TOLEDO **POSITION: YOUTH MINISTER**

LOCATION: Transfiguration of the Lord Parish, Upper Sandusky / Kirby, Ohio

DEPARTMENT: Youth Ministry

REPORTS TO: Pastor and/or pastoral associate

EMPLOYEE: _____

PART TIME POSITION

POSITION SUMMARY:

The youth minister provides vision and coordination for the parish's efforts in ministry to young people from 7th through 12th grades. This includes sessions coordinating religious education, social activities, service projects and liturgical ministries.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING: (Other duties may be assigned.)

Parish staff member-the Youth Minister will be responsible to:

- Attend regular staff meetings
- Participate in staff planning
- Communicate to staff about youth ministry activities
- Seek staff input in planning youth ministry activities
- Be a resource person to parish staff on issues related to youth and youth ministry
- Serve as the liaison with the pastor, parish staff and the pastoral council
- Attend and guide Youth Council meetings
- Coordinate the Catholic Youth Organization (CYO) program
- The Youth Minister:
 - Fosters the involvement of young people in the life of the parish, including serving on various parish committees and being involved in parish activities
 - Coordinates the outreach to and evangelization of all young people in the parish
 - Collaborates with the Deacon of the parish who is the catechist for high school youth
 - Provides appropriate services and programs for parents of adolescents
 - Serves as the liaison with the diocesan office of youth ministry and their programs, services and resources
 - Is in compliance with the Diocese of Toledo's "Protecting Youth and Those Who Serve Them".

OTHER OR SHARED RESPONSIBILITIES:

- Collaborate with the Liturgy Committee in the implementation and development of the youth liturgy
- Collaborates with other staff in planning common projects

QUALIFICATIONS TO PERFORM THE JOB SUCCESSFULLY: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability or physical demands required.

Education and/or Experience:

- B.A. in Theology, Pastoral Ministry, or related field or knowledge of Catholic teachings, catechesis and documents on youth ministry are preferred but not required.

Language Skills:

Strong verbal and written communication skills; proficiency in composing reports; correspondence and letters and in publishing e-newsletters and flyers in English; ability to develop and facilitate youth programs; ability to read and understand church documents and guidelines.

Computational Skills:

Ability to read, prepare, and manage budgets for major events and programs; submit annual budget needs for youth ministry to the Parish Business Manager.

Reasoning Ability:

Ability to solve problems, make sound decisions, and deal with a variety of concrete variables.

Technical Skills:

Able to work with Microsoft Office programs in Word, Excel, and Publisher.

Certificates, Licenses, Registrations:

Not required.

Physical Demands:

While performing the duties of this job, the employee must be able to transport materials and equipment to and from various locations. The employee is regularly required to sit for extended periods of time, use hands in repetitive motion tasks, handle objects, talk and listen. Specific vision abilities required include close vision, depth perception and ability to adjust focus.

Physical Environment:

The employee will work in an individual office with a door. The offices are situated close to one another. The noise level is usually quiet. The employee will also work at off-site locations for various ministry events, like retreat centers, supervising and directing those events.

Working Conditions:

The employee is required to be physically present in the office in order to complete office tasks, be available to work outside of regular business hours as required and provide a calendar of events to the pastoral associate as they are updated. The employee must be able

to work cooperatively with other members of the staff and with volunteers. The employee must be able to multitask.

Other Requirements:

- The employee must have knowledge of Church structure and culture.
- The employee must have knowledge of current youth culture and current trends and issues within those cultures.
- The position requires the ability to maintain confidentiality.
- The employee must be an active member of a Roman Catholic parish faith community and have received the sacraments of initiation.

Supervisors and employees should review this position description at the time of hire and at each evaluation conference. Employees should sign and date below. Please give a copy to employee and return original to Business Manager.

Employee: _____ Date: _____

Supervisor: _____ Date: _____