

Our Lady of Mount Carmel Parish, Doylestown, PA

Part Time Job Description for Coordinator of Youth Ministry

POSITION SUMMARY:

The Youth Ministry Coordinator provides vision and coordination for the parish's efforts in ministry to young people from 9<sup>th</sup> through 12 grades. This includes high school sessions twice monthly, periodic service activities, liturgy preparation and faith formation.

ESSENTIAL DUTIES ANDN RESPONSIBILITIES INCLUDE THE FOLLOWING: (other duties may be assigned)

As a parish staff member the YMC will be responsible to:

- Communicate with parish at large about youth ministry activities via Sunday bulletin
- Communicate with and 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 youth liaison with the pastor, clergy, parish staff and parish council

Parish Youth Ministry – the parish youth ministry program integrates adolescent catechesis into a comprehensive ministry to, with, by and for young people. The YMC's responsibilities include:

- Facilitating a Youth Leadership Team, which is responsible for the planning, implementing, and evaluating of a comprehensive youth ministry program.
- Forming a Youth Ministry Commission, which serves as an oversight group providing vision, direction, support, and advocacy for the parish ministry youth.
- Coordinating the recruitment, training, supporting and evaluation of volunteers in the youth ministry program
- Developing a systematic and intentional plan for adolescent catechesis that utilizes a creative variety of formats, setting, and timeframes
- Providing resources (print, video, web, archdiocesan events) for effective programming
- Providing appropriate training for the adults and young people in leadership positions
- Fostering the involvement of young people in the life of the parish, including serving on various parish committees and being involved in parish activities.
- Coordinating the outreach to and evangelization of all people in the parish
- Advocating for t a comprehensive vision ministry, bases on the 1997 USCCB document, Renewing the Vision: A Framework for Catholic Youth Ministry
- Serving as the liaison with the Archdiocese and their programs, services and resources

OTHER SHARED RESPONSIBILITIES

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

CANDIDATES SHOULD POSSESS THE FOLLOWING QUALIFICATIONS:

- Be a practicing Catholic

- Have a love for, and a commitment to, the development of youth in areas of religious, social and community service activities
- Have a basic knowledge of social media
- Be able to communicate with parents, members of the Youth Ministry Advisory Team, and Youth Ministers from neighboring parishes, as well as the Archdiocesan officials
- Be available for youth masses on the 2<sup>nd</sup> and 4<sup>th</sup> Sundays of the month.
- Be able to work with the Pastor, Clergy, School Principal, Director of CCD, and other staff members.