

## POSITION DESCRIPTION

- I. **Job Title:** Youth Minister/DRE Combined Position
- II. **Department:** Catholic Formation
- III. **Supervisor:** Pastor
- IV. **Work Area:** Parish address and some travel for meetings and events
- V. **General Description:** The YM/DRE is responsible for the development, organization and administration of a Catholic formation program that integrates a full spectrum of discipleship opportunities, including encounter experiences, ongoing relational ministry and engaging catechesis – all in close collaboration with parents/families.
- VI. **Working Conditions:** The YM/DRE is a full time position. An office in a comfortable, private environment will be provided, along with appropriate accessories and equipment.
- VII. **Qualifications:** The YM/DRE must be living in full sacramental communion with the Catholic Church. This person needs to be working towards or possess elevated level catechetical certification from the Diocese. It is preferred that this person have a degree in theology, youth ministry, catechetics or a related field but it is not required. Experience in youth ministry and religious education is required. This person must be competent in visioning, applying age-appropriate methods and basic program development. He or she must also exhibit skills in interpersonal communication and relationship building, in working in collaborative settings with peers and individuals from other departments and in public speaking. Ability to lead music during liturgies and praise and worship is desired but not required.
- VIII. **General Responsibilities:**
1. Collaborate with the pastor in defining a vision for discipleship of parishioners through a variety of Catholic formation opportunities
  2. Supervise all parish Catholic formation programs and personnel and organize resources in religious education for the pastor, parish staff and parishioners.
  3. Put on and attend a variety of different events, groups and programs for parishioners of different ages to encounter Jesus and continue growing as disciples.
  4. Recruit and train catechists, facilitators, chaperones and volunteers for Catholic formation programs.
  5. Supervise curricula planning and selection of texts in collaboration with the pastor.
  6. Establish, publish and promote a calendar.
  7. Train, supervise and evaluate all volunteers yearly.

8. Maintain appropriate records.
9. Provide and monitor a budget in accord with the directions of the pastor and parish finance council.
10. Assist all catechists and youth ministry volunteers in working toward diocesan catechetical certification.
11. Provide in-services (and/or participate in diocesan events) for the continued development of catechists and youth ministry volunteers.
12. Cooperate with parish staff members in developing and implementing parish programs and use of the facilities.
13. If applicable, collaborate with Catholic school principal to help unify the entire parish's Catholic formation efforts.
14. Evaluate the various programs' effectiveness to determine strengths and areas of improvement.
15. Perform any other pertinent duties as assigned by the pastor.

**IX. Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle or feel objects. The employee is required to stand, walk and reach with hands and arms.
2. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds.
3. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
4. The employee may occasionally have to drive.
5. The employee will be required to participate directly in youth programming – e.g. playing games, doing outdoor activities like biking, swimming, etc., as well as sleeping in *ad hoc* settings like school gyms, tents, cabins, etc.