



**POSITION TITLE:** Director of Youth and Young Adult Ministry  
**STATUS:** Full-time Salary Exempt  
**REPORTS TO:** Pastor and Business Manager  
**EFFECTIVE DATE:** 1 July 2024

### **POSITION SUMMARY**

The objective of the Director of Youth and Young Adult Ministry is to create a junior high ministry program with the planned trajectory of creating a high school youth ministry program in the future. This position will seek to meet the spiritual needs of the young people of Saint Rose Parish through the creation and supervision of various teams and programs, as well as through direct interaction with those young people.

The scope and focus of this ministry will initially be to Junior High-aged youth (grades 6-8) with the goal of expanding to High School-aged youth (grades 9-12) in the future. The oversight and development of the current parish Young Adult Ministry (ages 18-39) will also be an obligation of this position.

Flexible office hours but requires evening and weekend hours that vary based on the weekly schedule of events.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Under the direction of the Pastor, develop, coordinate, supervise, and execute parish programs designed to engage and educate the youth and young adults of the parish. Encourage involvement of young people in the life of the parish and coordinate the outreach and evangelization of all young people in the parish.
- Effectively outreach to the youth, their parents, and young adults through various forms of communications, inviting them to events and further into the life of Christ.
- Responsible for planning, attending, and facilitating regular sessions for middle and high school youth.
- Communicate with parents/ guardians to encourage their participation and involvement in youth events and activities.
- Develop, train and meet frequently with a team of volunteers for support in carrying out the responsibilities of Youth and Young Adult Ministry, including confirming that such volunteers are in compliance with the Diocese of Toledo Policy for the Protection of Minors and Young People.
- Cultivate relationships with diocesan leaders and youth and adult leaders of area parishes.
- In collaboration with the Business Manager, responsible for preparing and maintaining an annual budget for this ministry, in accordance with parish policies.
- Participate and collaborate in parish events, staff meetings and activities, deanery and diocesan events. Update the pastor on a regular basis regarding youth ministry activities and programs.
- Effectively communicate with youth and young adults of the parish, in accordance with the Diocese of Toledo Policy for the Protection of Minors and Young People. Maintain effective communication strategies including email lists, newsletters, parish bulletin, announcements

at Mass, and social media to publicize activities and events and engage with youth and parents.

- Encourage youth participation in various roles in the liturgy (ex. Choir, Altar Servers, Extraordinary Ministers)
- Maintain regular office hours after school and or early evening to be available to the youth.
- Perform other related duties as assigned by the pastor or supervisor.
- Regular attendance is essential for this position.

#### **WORK SCHEDULE**

- Evening and Weekend Hours required.
- Flexibility Required.
- Maintain regular office hours, in addition to hours required for direct ministry. Work hours to be communicated to supervisor and office staff.
- Full-time position, approximately 40 hours per week.

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Bachelor's Degree, preferably in Theology or Religious Education or an equivalent field.
- Two years of ministry experience as a volunteer or in a professional capacity.
- Must be able to use social media effectively.
- Must be a practicing Roman Catholic in good standing with the Church who has the ability to respect, promote, accommodate, and not be in conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic faith.
- Ability to design and implement a variety of activities for youth of middle school and high school age and young adults.
- Pursues this ministry with energy, drive and a need to produce results. Must be flexible, self-confident, assertive and persuasive.
- Proven administrative skills including proficiency in Microsoft Office and skills in the areas of time management and project management, scheduling events and a high attention to detail in planning.
- Demonstrated interpersonal skills, including conflict resolution and collaborative ministry. An ability to establish rapport, putting people at ease; show genuine interest in others' needs and feelings at appropriate times.
- Must be able to effectively communicate with and relate to parish youth, young adults, and parents in both oral and written formats. Effective listening skills, ability to understand and respect others, influence and persuade others, and give/receive constructive feedback.
- Thoughtful insight into the psyche of middle school youth, high school youth, and young adults; as well as the desire to be knowledgeable about what is current in trends, issues, and culture surrounding youth, teens and young adults today without sacrificing or watering down the message of Jesus Christ and the Catholic faith.
- Willingness to work evenings and weekends as needed.
- Ability to work independently and collaboratively with staff members and volunteers.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Must display effective follow-through, time management, and organization.
- Must maintain confidentiality of work related information and materials.
- Must maintain professional behavior, hygiene and appearance.

- Must successfully pass the required background check and all requirements of the Diocesan Program for Child and Youth Protection prior to employment and maintain a satisfactory background check throughout employment.
- Must possess and maintain a valid driver's license as a condition of continued employment.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, vendors, employees, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

#### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Position requires evening and weekend hours.

**RECEIPT AND ACKNOWLEDGEMENT**

I acknowledge that I have been given a copy of this position description. I have read it and understand it. I am responsible for complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions. This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. I understand and agree that the position description is presented as a matter of information only, and is not to be construed as a contract between Saint Rose Parish and its employees.

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Employee Printed Name

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Employee Signature

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Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date