

POSITION DESCRIPTION

**Position: Youth Minister** **FLSA: Non-Exempt**

Reports to: Youth Formation Director & Parochial Vicar

Effective date: July 20, 2025

**General Summary**: So that Saint Joseph Parish can continue to strengthen the faith of youth and forming disciples of Christ, the Youth Minister will serve by coordinating service opportunities and ministry endeavors for youth in grades 6-12. The parish desires that the youth grow in discipleship by learning the importance of helping others and deepening their own relationship with Christ.

**Education and Experience:**

Background in Catholic teachings, catechesis, and documents on youth ministry. Stay current on Youth Ministry strategies and understanding of what is effective and what is not to foster growing discipleship in our parish.

**Parish Life, Personal and Professional:**

* Possess an active faith life and be able to translate it into action for others
* An active Catholic who is knowledgeable of the mission of the Church
* A willingness to learn and share
* Maintain skills and ongoing education through study, research, workshops, and seminars
* A professional person with integrity and responsibility
* Stay up to date on current trends in parish youth ministry
* Lead a life that is tethered to personal prayer and frequent reception of the Sacraments

**Essential Duties and Responsibilities:**

* Coordinate and lead both service and faith-building opportunities for youth on a monthly held basis during the school year.
* Contact, schedule, and coordinate service opportunities with area organizations and/or on the campus of Saint Joseph Parish.
* Design and share promotional materials for the parish and school communities for the service project opportunities planned.
* Develop and monitor sign-up forms online for all service projects.
* Communicate upcoming service projects with families and youth.
* Oversee the purchasing of necessary supplies for service projects.
* Recruit adult volunteers to assist at different service projects and youth events.
* Design and lead faith-based activities with the youth to provide opportunity for building greater connections to Christ and building community.
* Having a presence to the youth community of Saint Joseph Parish.
* Assist with different components of the parish’s Confirmation preparation program.
* Working collaboratively with the Youth Formation Director and Parochial Vicar on the planning and leading of a youth retreat for kids in grades 6-12.

**Knowledge, Skills, and Abilities Required:**

* Foster a welcoming atmosphere in our parish for youth.
* Experience working with youth, particularly jr. high and high school aged youth.
* Lead and engage a team of people who help assist in this ministry
* Attend parish staff meetings and any other meetings deemed necessary by the supervisor
* Experience and comfort utilizing various forms of technology
* Experience leading people
* Ability to work some evening and weekend hours
* Ability to respect, promote, accommodate, and not conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic faith
* Exercises considerable independence and judgment with an elevated level of confidentiality, working with sensitive and privileged information.
* Organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through and simultaneously manage multiple priorities
* 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

**LANGUAGE SKILLS**

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

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**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.

**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 fifty pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**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.