

**HOLY ANGELS CATHOLIC CHURCH**  
**Position Description – Coordinator of Youth Ministry**

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**I. Identifying Information**

<b>Position Title:</b>	Coordinator of Youth Ministry
<b>Status:</b>	Part-time, non-exempt, 12 months
<b>Reports to:</b>	Director of Religious Education

**II. Overview of Position**

The Coordinator of Youth Ministry is responsible for all efforts in accompanying youth in grades 6-12 by creating an environment where youth may encounter Jesus and become missionary disciples. The coordinator will help youth grow in their knowledge of the Catholic faith and in developing healthy relationships with their peers and adult volunteers. This position seeks to give life to the mission of the Church of spreading the Good News of the Gospel and implementing the Pastor's pastoral vision.

**III. Job Responsibilities**

Build a vibrant and faith-based community of youth.

Create, organize, and host events for students to encounter Jesus and grow in relationship with their peers.

Create healthy relationships with students and families in the parish. This will include working with our parochial school, local Catholic high school, Religious Education families, and homeschool families.

Communicate youth ministry events, retreats, conferences, and other faith building opportunities to the parish, particularly to youth and families.

Recruit, equip, and accompany a Volunteer Core Team to aid in Youth Ministry activities and evangelization efforts.

Provide opportunities for students to go to diocesan/national Catholic activities. Be available for evening and overnight travel for these events and programs. (i.e., March for Life, Steubenville, etc.).

**IV. Candidate Expectations**

Must complete and maintain compliance with Archdiocese of Cincinnati Safe Environment policies

Must complete a background check

Must participate in continuing education and formation of catechesis, theology, spirituality, and methodology. This can be accomplished through events such as:

- Online platforms
- Archdiocesan training
- Personal retreats

- National conferences/local conferences
- One-on-one mentoring

Candidate will be connected with and collaborate with the ministers of the surrounding parishes, as well as utilizing opportunities offered by the Center for the New Evangelization for networking, fellowship, and training.

## **V. Education, Training and Experience**

Experience in youth ministry and education in theology or youth ministry is preferred, but not required.

Must have spiritual maturity, defined as a practicing Catholic in good standing with the Roman Catholic Church who is faithful to the Magisterium, regularly receiving the sacraments, and seeking to live an integral Christian life.

Must have some experience with planning and organization and willing to be mentored as directed.

Must be able to work well with all ages and be capable of communicating effectively with the youth and families through various means. This includes collaborating with the Director of Religious Education, Pastor, and Parochial Vicars. Should be willing to take direction and input from the Director of Religious Education, Pastor, and others as directed.

## **VI. Working Environment**

This position requires frequent evening, weekend, and off-site work.

Employees of Holy Angels Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Holy Angels Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with the Catholic teachings, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

Interested candidates: Please submit cover letter, resume and references to [barb@holyangelssidney.com](mailto:barb@holyangelssidney.com)