

## **Coordinator of Junior High Youth Ministry**

*Position Purpose:* Provide Pastoral Leadership in development, implementation and coordination of comprehensive youth ministry for the Kettering Catholic Community of Ascension, St Albert and St Charles in order to meet the needs of Parish Family youth in accordance with the Church and parish missions.

*Supervised by:* Director of Evangelization

*FLSA Status:* Exempt

*Directly Supervise:* Catechists for grades 6-8 and other volunteers of Associated Ministries

*Major Position Responsibility Areas:*

- Parish Youth Ministry
  - o Junior High School Ministry/Catechesis (Primary focus)
- Assist with Confirmation sacramental prep
- Other Parish Activities/Ministries
- Related Administrative Duties

### Parish Youth Ministry

1. Coordinate comprehensive Jr High youth ministry for the Parish Family of Ascension, St Albert and St Charles high school youth (grades 6-8). Ensure proper adherence to Church teaching, goals and components of youth ministry as outlined in *Renewing the Vision* and Parish Family pastoral plan. These programs reach all categories of youth and their families (public and parochial schools, gathered and non-gathered).
2. Coordinate Catechesis for public school students in grades 6-8, ensuring that the religious education for young people in the Parish Family is meeting or exceeding the objectives and standards set forth by the Archdiocese of Cincinnati.
3. Recruit, train, and manage multiple teams of youth and adult volunteers to facilitate various components of youth ministry and Jr High Catechesis. Work with other staff to coordinate training and development opportunities.
4. Coordinate with Director of Evangelization, Coordinator of High School Youth Ministry, additional staff and appropriate parish consultative bodies in order to develop and regularly update the vision of Parish Family youth ministry.
5. Working with volunteers, Coordinator of High School Youth Ministry and other staff, plan yearly calendar for youth ministry. Ensure that programs meet or exceed Parish Family requirements and standards.
6. Work with appropriate parish consultative bodies, councils and commissions to establish and carry out the mission, vision and goals of comprehensive youth ministry. Make connections of youth ministry mission and goals with those of the parish and those of the broader Church.
7. Serve as a resource to Director of Evangelization, Coordinator of High School Youth Ministry, pastor, staff, volunteers and parishioners in matters/questions regarding adolescent faith formation concerns and programs.
8. Collaborate with area parishes, pastoral region, and archdiocese on youth ministry related activities and programs.

### Other Youth Ministry Areas

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1. Work with Coordinator of Religious Education, Coordinator of High School Youth Ministry and school staff in relation to Confirmation prep (retreats, service, catechesis).
2. In conjunction with program coordinators/staff, coordinate volunteers in ministries; ensure that child protection program and other requirements are met by volunteers
3. Maintain ministry of presence in School and parish community functions.
4. Manage and coordinate communications of Jr High youth ministry activities to the youth, families, staff and parish through variety of methods (print, bulletin, social media, email)
5. Manage database related to ministry area.

### Other Parish Ministries

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1. Serve as liaison to an additional parish commissions as designated.
2. Collaborate with pastoral staff on various ministry events, programs and tasks.
3. As assigned by the pastor, directs and/or provides oversight for special projects or events of the parish.

### Administration

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1. Plan, develop and monitor budgets, income and expenses for assigned programs. Regularly review and evaluate programs.
2. Communicate plans, mission and objective with staff and program coordinators.
3. Provide regular updates to Director of Evangelization.
4. Supervise and develop assigned volunteers.
5. Actively participate in diocesan and regional activities to maintain ministry competence.
6. Completes related assignments/other related duties as assigned by pastor.

### Qualifications

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#### *(Required)*

1. Roman Catholic in good standing, with spiritual maturity and commitment.
2. BA degree or equivalent experience in related discipline.
3. Certification in Youth Ministry, or willingness to work toward said certification
4. Understanding of Catholic faith and sacraments. Competency in liturgy.
5. Strong desire to help people deepen their faith lives.
6. Good organizational, planning and interpersonal skills.
7. The ability to supervise and coordinate programs, both staff and volunteers. Competent skills in personnel and financial management.
8. Ability to work with office tools and technology necessary to meet the responsibilities. Ability to meet physical requirements of general office and classroom practices. Minimal lifting needed infrequently. Ability to mobilize as needed.
9. Ability to maintain confidentiality.

#### *(Preferred)*

10. Familiarity with diocesan and canon law.
11. 2-5 years previous leadership experience in parish ministry

### Working Environment

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This position may require frequent evening and/or weekend work and offers flexibility and compensatory time.