

Title: Coordinator of Youth Ministry (CYM)

This is a full-time position requiring office hours, evening and weekend hours. This position reports to the Pastor of Immaculate Heart of Mary and works in conjunction with the Director of Religious Education and Liturgical Ministries Coordinator.

Job Summary:

The coordinator of youth ministry (CYM) provides vision and coordination for IHM's efforts in ministry to young people from 7th through 12th grades as well as young adults (18-24). This includes high school and middle school sessions (weekly or bi-weekly gatherings), monthly activities, catechesis and sacramental preparation (confirmation).

The CYM will have an enthusiastic heart for sharing the 'Good News' and helping young people grow as disciples of Jesus Christ and his Church. The CYM will build a youth ministry program and assist the parish community in building a solid foundation for spirituality, Christian living, and outreach programs for the youth of Immaculate Heart of Mary Parish.

Areas of Responsibility

- A. Design and build youth catechetical and ministry programs which support lifelong practice of the faith and fit the mission and goals of the parish.
 - 1. Assess parish need and engage in active listening to the concerns of our youth
 - 2. Articulate a vision for middle school, highschool, and young adult Religious Education and Youth Ministry in the Parish
 - 3. Design programs that meet the needs of the parish
 - a. Junior High Lunches & Retreats
 - b. Freshman - year of Transition to High School
 - c. Sophomore - year of Confirmation
 - d. Junior - year of Mission work
 - e. Senior - year of Transition to Independence
 - 4. Recruit, train, supervise and evaluate youth Catechists and ministry leaders and provide them with resources
 - 5. Secure materials needed for programs
 - 6. Prepare and monitor budgets for programs
- B. Enthusiastically lead a Youth Ministry that engages the hearts of our youth through experiences such as youth rallies, mission trips, outreach, retreats and social events (NCYC) and engage youth in the life of the parish through active participation in liturgical celebrations, Fall Fest, Fish Fry-Days, etc.
- C. Collaborate with the Liturgy Committee in the implementation and development of the youth liturgy (contemporary liturgy)

- D. Direct and provide leadership for Confirmation preparation
 - 1. Cooperate with the DRE in content and curriculum selection
 - 2. Recruit, train, and mentor Confirmation small group leaders (in conjunction with volunteer Confirmation team leader) and provide them with resources
 - 3. Organize whole group activities that build community and strengthen the faith of the Confirmation candidates.
 - 4. Plan and organize the Confirmation retreat
 - 5. Communicate with parents
 - 6. Plan and support the Rite of Confirmation by conducting rehearsals, attending the Mass, providing certificates etc. as needed

- E. Collaborate with St. Joan of Arc and St. Thomas Aquinas in tri-parish youth ministry activities
 - a. EDGE for middle school students
 - b. LIFETEEN for high school students
 - c. VBS assistance

- F. Assure Youth Ministry volunteers are up-to-date on background checks and Safe and Sacred.

- G. Continued implementation of Circle of Grace

- H. Attend parish staff meetings, plan and attend Youth Ministry Advisory Committee meetings, and regularly attend North Deanery Youth Ministry monthly meetings

- I. Pursue continued professional and spiritual growth.

- J. Keeps the pastor informed of the current status of youth ministry efforts, issues and needs.

Necessary Qualifications:

- Roman Catholic in good standing in the Church.
- Fully compliant with Diocesan policies and with safe environment/child protection requirements.
- Prior youth ministry experience, training in youth ministry or willingness to acquire and continue training.
- B.A. in religious education, theology, youth ministry or related field preferred.
- Youth ministry certification preferred.
- High degree of comfort working with youth and awareness of appropriate boundaries.