

ARCHDIOCESE OF PORTLAND IN OREGON

POSITION TITLE: Youth Minister	PARISH: St. Clare, Portland
REPORTS TO: Pastoral Associate	EFFECTIVE DATE: July 1, 2008
CLASSIFICATION: Full-Time, Exempt, Coordinator 3	CURRENT EMPLOYEE:

GENERAL STATEMENT OF DUTIES:

- YM provides vision, support, and coordination for the parish's efforts in ministry to young people from 6th through 12th grades
- St. Clare Parish youth ministry is to be based on the USCCB document *Renewing the Vision: A framework for Catholic Youth Ministry*. The goals of Youth Ministry will be as follows:
 - Call young people to be disciples of Jesus Christ
 - Draw young people into the life, work, and mission of the faith community
 - Foster the total personal and spiritual growth of young people
- **Objectives**
 - Enable young people to hear the Good News of Jesus Christ
 - Connect young people with the life of the parish community and to make them more visible in parish life
 - Connect young people with caring, believing adult role models
 - Provide young people with service and leadership opportunities
 - Provide a safe environment and a place where young people share and grow together in faith learning more about being Catholic
 - Develop an intentional outreach to uninvolved and un-churched youth
 - Involve young people in prayer and worship
 - Enable our young people to become holy, healthy, and happy adults

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES

As a Parish Staff Member

- Attend regular staff meetings and participate in staff planning
- Communicate to staff about YM activities and seek staff input in planning YM activities
- Be a resource person to parish staff on issues related to youth and YM
- Serve as the liaison with the pastor, parish staff, and the pastoral council

As Youth Minister

- Develop the leadership of YM Core Team which plans, implements, and evaluates youth ministry in the parish
- Coordinate the recruitment, training, support, and evaluation of leaders and volunteers for youth ministry in the parish
- Provide ongoing training for the adults and young people in leadership positions

- Collect and create, with Core Team, resources (print, audio and video) for effective programming
- Foster involvement of teens in the life of the parish
- Coordinate the youth Confirmation program
- Coordinate the outreach to and evangelization of all youth (grades 6-12) in the parish
- Provide ongoing services and programs for parents of adolescents
- Advocate for the “vision of youth ministry” as presented in the U.S. Bishops’ pastoral plan *Renewing the Vision*
- Serve as the liaison with the archdiocesan Office of Youth Ministry and their programs, services, and resources
- Participate in the archdiocesan training and networking opportunities for Youth Ministers and Youth Ministry leadership
- Continue and expand current programs of Youth Ministry for our parish
- Implement new programs as needed to meet Youth Ministry goals for our parish
- Prepare (in collaboration with Core Team), present, and manage budget for Youth Ministry

Relationships

- **Pastor** –overall supervisor
- **Pastoral Associate** - immediate supervisor
- **Parish Staff** –support body and colleagues from whom cooperation and input (when appropriate) are fostered
- **Youth Ministry Core Team** – leadership body through which community, and especially youth, take ownership and leadership of Youth Ministry
- **Parents and Parishioners** –support body to and from which regular communication is exchanged with YM
- **Archdiocesan Offices** –body which sets archdiocesan policies which YM must be aware of, follow, and instruct others in doing

QUALIFICATIONS:

- BA and/or equivalent. Parish experience as Youth Minister required
- Experienced in working collaboratively with leadership team
- Having or obtaining Youth Ministry Certificate through archdiocesan sponsored program appreciated
- Active member of a Roman Catholic parish
- Willing to commit to ongoing personal faith development
- Skilled in communication technology (computer, internet, etc)
- Willing to make 3 to 5 year commitment to parish

PHYSICAL DEMANDS: While performing the duties of this job, the employee is required to stand, walk, run, talk, reach, sit, finger, hear, handle and perform various motions of the hands/wrists. Lifts and moves items up to 20 pounds.

WORKING ENVIRONMENT: Work is normally performed in an office, youth room, classroom, liturgical or recreational setting. Employee will be required to attend scheduled evening and weekend meetings and functions. This position requires flexible work scheduling to properly administer the program.

SUPERVISES: Program volunteers

COMPENSATION:

The parish will provide full benefits as outlined by Archdiocesan policy. Salary commensurate with experience, according to Archdiocesan scale.