



# SACRED HEART ROMAN CATHOLIC PARISH

*“Being the living example of God’s love to others”*

---

## **JOB DESCRIPTION**

**Title:** Coordinator of Youth Ministry (Full-time, salaried position)  
**Department:** Parish Youth Ministry  
**Supervisor:** Parish Manager  
**Salary Grade:** 3B  
**Date:** May 2024

### **Purpose and Scope:**

Under the direct supervision of the Parish Manager and the guidance of the Pastor as well as the Director of Catechesis, the Coordinator of Youth Ministry develops, coordinates and fosters a comprehensive youth ministry program for grades six through twelve. This position develops communication with and mutual support from families of youth and partners with other community, Parish and Diocesan youth organizations. The Coordinator of Youth Ministry fosters the goals and objectives of the USCCB document “Renewing the Vision” for youth ministry and “Sons and Daughters of the Light” for young adult ministry.

### **Essential Job Functions:**

#### **• Program Development**

- Recruits, trains, develops and motivates all youth, peer and adult volunteers; works in collaboration with the Diocese to provide leadership training; must be trained by the Diocese as a Safe Environment Trainer.
- Develops leadership skills in youth.
- Develops a network for reaching out to youth both those at Sacred Heart School and those in public schools.
- Provides weekly youth catechesis for youth in grades six through twelve and opportunities for youth to hear and respond to the Gospel message.
- Is available and has set times for listening, advising and referrals.
- Plans, coordinates and implements weekend retreats and evenings of prayer reflection.
- Develops the kind of relationships with parents that are conducive to open communication between the parent and youth.
- Works to foster the total personal and spiritual growth of each young person.
- Works to coordinate periodic service projects to have the youth assist the community.
- Attends special school events and sports functions and visits schools when possible.
- Coordinates young adult ministry.
- Works in conjunction with Pastor, Parish Manager and other ministers to develop and coordinate a Youth Mass once per week.

#### **• Administration**

- Prepares, submits and administers a proposed budget each year; maintains accurate financial records as required by Parish policy.

- Maintains necessary office and program records, including a log of activities and time.
- Determines effective means for publicizing and promoting programs and experiences.
- Submits periodic reports to the Pastor and Pastoral Council as requested detailing programs in youth ministry.
- Displays creativity in determining methods of raising additional funds where necessary to supplement budgeted funds.
- Stays up to date with listed community agencies and resources that interface with youth.

• **Communication**

- Maintains regular communication, as appropriate, with teens and their families through the bulletin, website, social media and mailing and contact opportunities; participates in the Parish registration process; maintains accurate records on youth and their families.
- Maintains constant communication with the Parish Manager and Pastor to ensure that they are aware of programs. Requests approval from Parish Manager ahead of time of any planned time off and appropriately enters this time in the payroll system.
- Displays the capability to recruit and supervise a core team of volunteers to assist in managing the youth program.
- Initiates ways of gathering data on the need, interest, attitudes and beliefs of the youth and young adults.
- Keeps the Parish faith community informed of youth ministry activities and goals. This includes but is not limited to regular bulletin announcements, pulpit announcements and Flock notes.
- Maintains Youth Ministry website page.
- Immediately makes Pastor aware of any issues that could potentially impact the safety or spiritual well-being of any youth.

• **Parish Staff Member**

- Attends team staff meetings and participates in staff planning.
- Coordinates with Catechesis of the Good Shepherd Program Director, Director of Catechesis, Hispanic Ministry Director and School Principal to ensure a coordinated program is in place to foster the spiritual development of young people.
- Maintains a daily presence on campus in the youth ministry building and is consistently available to answer questions.
- Independently supervises and coordinates scheduling of youth events and activities.
- Communicates with and works in collaboration with other Parish staff in scheduling, visioning, planning and implementing activities, events and processes that overlap into other areas of other staff responsibilities.

• **Additional Job Functions**

- Perform any other position related tasks as deemed necessary or assigned by the Parish Manager or Pastor.

**Knowledge, Skills and Abilities:**

- Ability to engage in ongoing professional formation; keep informed of trends in youth ministry, theology and methodology in ministry; participate in Diocesan workshops and seminars when possible, and courses in methodology and theology where needed.
- Ability to maintain a good working relationship with the wider civic community at large.
- Knowledge of all Diocesan guidelines and procedures.
- Proficiency in use of a variety of office equipment.
- Working knowledge of Microsoft Office computer programs including Word, Excel, Power Point, Access and Outlook as well as various social media outlets.
- Excellent communication, organizational and interpersonal skills.
- Willingness to work collaboratively with Pastoral staff and lay leaders.
- Ability to maintain flexibility including working nights and weekends.
- Must complete annual Diocesan safe environment training.
- Must have valid AZ Driver's License and own transportation and the ability to drive on company business in conformance with the Diocese of Phoenix Transportation Policy.

**Minimum Qualifications:**

- Bachelor's degree in Religious Education or Theology OR National Credential in Youth Ministry OR background in theology and educational methodologies with a willingness to move toward credential or degree.
- Must be an active Roman Catholic in good standing, faith-filled, spirit driven, self-motivated, imaginative, energetic, organized and reliable.
- Fluency in Spanish and English preferred