

**EPIPHANY PARISH
YOUTH MINISTER/PASTORAL ASSOCIATE
Job Description**

REPORTS TO: Pastor

FLSA STATUS: Full-time, non-exempt

EFFECTIVE DATE: April 2018

SUPERSEDES: August 2017

PRIMARY FUNCTION OF THIS POSITION: The Youth Minister/Pastoral Associate is responsible for the primary leadership in the design and implementation of the youth ministry program for middle school and high school youth for Epiphany Parish and Sacred Heart, Manly, and is responsible for assisting the pastor with the pastoral ministry initiatives of Epiphany Parish.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

It is part of the mission of our parish, and this position in particular, to encourage and foster an ever deepening sense of discipleship and a stronger experience of all members working as partners.

A. Youth Minister Responsibilities

1. Develop programming options specific to adolescents as stated in "Renewing the Vision".
2. Develop an Adult Advisory Committee to give direction, vision and oversight to youth ministry programming.
3. Prepare and manage an annual budget.
4. Prepare a yearly calendar for youth ministry.
5. Organize and supervise suitable fundraising activities.
6. Recruit, supervise and train volunteers and adult leaders and maintain current records.
7. Engage youth into the liturgical life of their parish community including parish ministries where appropriate.

B. Pastoral Associate Responsibilities

1. Organize and implement parish wide programs designated through parish leadership (i.e. small group development, small groups, etc.) emphasizing discipleship with participating parishioners.
2. Participate as staff liaison in parish committees as requested.

POSITION SPECIFICATIONS/REQUIREMENTS: To perform this job successfully, an individual must be able to perform satisfactorily each essential duty. The requirements listed below represent required knowledge, skill and/or abilities.

Required:

1. Active member of the Roman Catholic Church.
2. Proficient with technology and social media.
3. Ability to prioritize workload to meet demands.
4. Excellent communication skills (both verbal and written).
5. Excellent organizational skills with the ability to meet deadlines.

6. Participate in ongoing formation and educational opportunities to keep current on trends in youth and catechetical ministry.
7. Valid driver's license.

EDUCATION AND/OR EXPERIENCE

1. BA in Theology/Religious Education or related educational field preferred OR certificate in ministry or theology from a Catholic institution of higher learning OR working toward a BA degree.
2. Paraprofessional helping/ counseling listening skills, crisis intervention and referral skills, group processing and facilitation skills.

COMMUNICATION/CLIENT CONTACT: Contacts are normally made inside and outside the Parishes including opportunities in area schools; contact through parish to youth whether attending public or Catholic schools is of vital importance

WORKING ENVIRONMENT: Entails frequent evening and weekend work.

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

The physical demands described above are representative of the physical capabilities that must be met by an employee while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee

Pastor

Date

Date