

Youth Ministers’ Director

➤ **Overview**

Youth Ministry aims to develop leadership skills, foster community, cultivate a stronger sense of justice, build self-confidence and promote spiritual maturity among the parish’s youth. Under the direction of the Pastor, the Youth Ministers’ Director is responsible for the ongoing development and support of programs and services for the parish’s youth. The Youth Ministers’ Director collaborates with the Pastor, Pastoral Team and Pastoral Council to direct Youth Ministry that promotes the pastoral plan of the parish and ensures a good balance between faith development, social events and outreach activities.

➤ **Activities/Responsibilities**

- Maintains contact list of Youth Ministers and Youth Minister’s Assistants.
- Ensures any changes in the list of Youth Ministers and Youth Minister’s Assistants are communicated promptly to the Parish Volunteer Screening Committee.
- Maintains contact list of youth who are involved and/or interested in Youth Ministry.
- Invites and motivates parish youth to attend and participate in Youth Ministry events.
- Collaborates with the Pastor to set up prayer and liturgical celebration opportunities for youth participation.
- Plans and develops youth retreats, faith sharing opportunities and youth formation.
- Ensures a good balance between faith development, social events and outreach activities.
- Organizes the youth of the parish to participate in service projects within the community.
- Invites, trains and supports Youth Ministers and Youth Minister’s Assistants.
- Provides the necessary theological resources to support and aid in the spiritual formation of the parish’s youth.
- Gathers suitable materials and maintains a library of information helpful to the parish’s youth.
- Serves as an advocate for the needs of youth and families with youth to other parish groups and the wider community.
- Establishes networks for referral of youth to appropriate counselling and resource programs when the situation is beyond the scope of the parish.
- Conducts needs assessments in the parish community in order to develop youth programming.
- Supervises and evaluates all programs and activities involving youth.
- Prepares and develops a budget for the Youth Ministry account and any fundraising efforts.
- Is responsible for publicity and promotion of youth events.
- Liaises with the Office of Catholic Youth and other parish Youth Ministers and/or Directors.
- Networks with ecumenical Youth Ministers and/or Directors and other youth related agencies.
- Maintains communication with the local School Chaplains.
- Is available for meetings and training on both the parish and diocesan levels.
- Schedules, coordinates and is present for planning meetings as required.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

Other specifics:

➤ **Skills, Experience, and Qualifications**

- Is a fully initiated member of the Catholic Church in good standing.
- Must be at least 21 years of age.
- Has been registered with the parish for at least 2 years.
- Has at least 2 years experience as a Youth Minister or appropriate university courses in Youth Ministry, theology or pastoral studies.
- Is recognized within the parish community as a person of good reputation.
- Has appropriate leadership and organizational skills.
- Is familiar with the Liturgy and the teachings of the Catholic Church as expressed in the documents of the Second Vatican Council and has an understanding of catechetical methodology.
- Is familiar with the principles of youth counselling and spiritual direction.
- Can relate effectively and communicate clearly with others, especially youth.
- Has the ability to motivate, enable and engage youth and Youth Ministers.
- Must have good presentation skills.
- Has the ability to facilitate meetings and group dynamics.
- In cases of emergency, knows contacts and/or procedures.
- Is willing to participate in ongoing formation.

➤ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Needs to be a person of prayer.
- Honest, dependable and can maintain strict confidentiality.
- Sufficient maturity to exercise this ministry with proper attention.
- Shows energy, enthusiasm and a concern for youth and their families.
- Pays close attention to detail.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity and creativity.

➤ **Orientation and Training**

Standard parish orientation program and a certificate in Youth Ministry recognized and approved by the Office of Catholic Youth at the Archdiocese of Toronto.

➤ **Participant Group**

Youth Ministers, Youth Minister’s Assistants, youth and their families.

➤ **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

Support is also offered through the Office of Catholic Youth, Archdiocese of Toronto.

➤ **Length of Ministry Appointment**

___ year term.

➤ **Benefits and Working Conditions**

Will directly contribute to the spiritual formation of the parish’s youth.

Will directly contribute to the social well-being of the parish community.

Will further develop leadership, training and facilitation skills.

Will enhance personal growth of faith.

Opportunity to perform community service and gain experience for the purpose of school or career advancement.

This is a volunteer position which requires a time commitment of ___ hours per week/ ___ hours per month.

Must be available to attend all regularly scheduled meetings.

Must be able to attend the orientation session and training sessions as required.

➤ **Screening Recommendations**

This is a General risk position (unless the participants are younger than 16 years, then this is a High risk position).

Completion of a Volunteer Information Form is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Youth Ministers’

Director currently practiced at _____.
(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date

Prepared by: Archdiocese of Toronto