



Ministry Position: Youth Minister’s Assistant

Date Last Reviewed: July 2019

◆ Position 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 Youth Minister, the Youth Minister’s Assistant helps the Youth Minister implement youth programs and services at the parish.

◆ Activities/Responsibilities

- Be present and assists with Youth Ministry events at the parish at the discretion of the Youth Minister, such as:
 - Administrative functions
 - Hospitality
 - Presentations, conferences and workshops
 - Faith sharing
 - Service projects and fundraising events
 - Retreats
 - Social and sporting events
- Participate fully in the community of parish youth as an exemplary member of the Youth Ministry
- Share the faith accurately and seeks support, when necessary
- Bring to the attention of the Youth Minister and/or the Youth Ministers’ Director any matters that arise regarding the parish youth
- Communicate frequently with the Youth Minister and Youth Ministers’ Director
- Be available for meetings and training on both the parish and diocesan levels

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:
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◆ **Skills, Experience and Qualifications**

- Fully initiated member of the Catholic Church in good standing
- Recognized within the parish community as a person of good reputation
- Demonstrates maturity and professionalism
- Can relate effectively and communicate clearly with others, especially youth
- In cases of emergency, knows contacts and/or procedures
- 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
- Comfortable sharing her/his personal faith
- Comfortable with being accountable and is sensitive to the observance of proper boundaries

◆ **Screening Requirements**

This is a High Risk/Position of Trust.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked
- Complete a Police Information Check
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years
- Participant follow-ups may be conducted

◆ **Orientation and Training**

Standard parish orientation program, including AODA training. There are resources and sessions provided through the Office of Catholic Youth at the Archdiocese of Toronto.

◆ **Participant Group**

Other Youth Ministers' Assistants, youth and their families.



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◆ **Support, Supervision and Evaluation**

The Youth Ministers’ Director is the first level of support, supervision and evaluation.

◆ **Length of Ministry Appointment**

One (1) year term with the ability to renew.

◆ **Benefits and Working Conditions**

- Will directly contribute to the social well-being of the parish community
- Will enhance personal growth of faith
- Opportunity to perform community service and gain experience for the purpose of school or career advancement
- Must be available to attend all regularly scheduled meetings
- Must be able to attend the orientation session and training sessions as required
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **Youth Minister’s Assistant** currently practised at, _____ Parish.

Pastor’s Signature

PASTOR NAME

Parish Volunteer Screening Coordinator’s Signature

COORDINATOR NAME

Date

Prepared by: Archdiocese of Toronto, Volunteer Screening Department