



Archdiocese  
of Toronto

**Ministry Position: Youth Ministers' Director**

**Date Last Reviewed: July 2019**

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### ◆ 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 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

- Maintain contact list of Youth Ministers and Youth Minister's Assistants
- Ensure any changes in the list of Youth Ministers and Youth Minister's Assistants are communicated promptly to the Parish Volunteer Screening Committee
- Maintain contact list of youth who are involved and/or interested in Youth Ministry
- Invite and motivate parish youth to attend and participate in Youth Ministry events
- Collaborate with the Pastor to set up prayer and liturgical celebration opportunities for youth participation
- Plan and develop youth retreats, faith sharing opportunities and youth formation
- Ensure a good balance between faith development, social events and outreach activities
- Organize the youth of the parish to participate in service projects within the community
- Invite, train and support Youth Ministers and Youth Minister's Assistants
- Provide the necessary theological resources to support and aid in the spiritual formation of the parish's youth
- Gather suitable materials and maintain a library of information helpful to the parish's youth
- Serve as an advocate for the needs of youth and families with youth to other parish groups and the wider community
- Establish networks for referral of youth to appropriate counselling and resource programs when the situation is beyond the scope of the parish
- Conduct needs assessments in the parish community in order to develop youth programming
- Supervise and evaluate all programs and activities involving youth
- Prepare and develop a budget for the Youth Ministry account and any fundraising efforts
- Responsible for publicity and promotion of youth events
- Liaise with the Office of Catholic Youth and other parish Youth Ministers and/or Directors



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- Network with ecumenical Youth Ministers and/or Directors and other youth related agencies
- Maintain communication with the local School Chaplains
- Be available for meetings and training on both the parish and diocesan levels
- Schedule, coordinate, 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.**

<b>Other specifics:</b>
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## ◆ **Skills, Experience and Qualifications**

- Fully initiated member of the Catholic Church in good standing
- Must be at least 18 years of age.
- 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
- Recognized within the parish community as a person of good reputation
- Has appropriate leadership and organizational skills.
- 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
- 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
- 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



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- 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
- Comfortable with being accountable and is sensitive to the observance of proper boundaries
- Demonstrates a spirit of generosity and creativity

### ◆ **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, 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 and/or Pastoral Team 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**

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

### ◆ **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



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- 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
- 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 Ministers' Director** 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**