



## COORDINATOR OF YOUTH MINISTRY

### INFORMATION PACKET FOR APPLICANTS

Job Posting | Aug. 8, 2022

#### **Coordinator of Youth Ministry**

St. Pius X Parish in Grandville is discerning who will serve as its coordinator of youth ministries. We seek a servant-leader with the vision and skills to continue building a sustainable youth program by coordinating ministries that lead young people to grow their relationship with Jesus Christ by practicing our Roman Catholic faith. Our program is and has great potential for further growth.

Minimum requirements for this position include a bachelor's degree in a related field, youth ministry certification or desire to become certified, and experience in parish life. While this is intended to be a full-time position with salary and benefits, candidates who desire a part-time position will also be considered and the duties adjusted accordingly.

St. Pius X Parish includes 900 households in the southwest suburbs of Grand Rapids. **For a complete job description and application information—and to learn more about our community—visit [www.spxcatholic.org](http://www.spxcatholic.org)**

Applications will be evaluated as submitted.

#### **APPLICATION INSTRUCTIONS**

Send the following documents in PDF format via email to [epost@spxcatholic.org](mailto:epost@spxcatholic.org)

1) cover letter; 2) resumé with salary history; 3) at least three references

*Please include your last name and "Youth Ministry Coordinator" in the subject line.*

Alternatively, you may send a hard copy of these documents to:

YM Search Committee

St. Pius X Parish

3937 Wilson Ave. SW

Grandville, MI 49418

## COORDINATOR OF YOUTH MINISTRY

### Purpose of this Ministry

The Youth Ministry Coordinator helps our parish provide comprehensive ministry to our high and middle school students as well as young adults. This individual serves as a spiritual leader to our youth and their families, empowering them to be engaged in the parish community. By calling upon and channeling the gifts and talents of parishioners toward the evangelization of our youth, the coordinator fosters deeper relationships with Jesus Christ and lifelong commitments to the Church as his body.

Reports to: Director of Faith Formation

Collaborates with: Parish Staff, Adult Parishioner and Youth Leadership Teams, Volunteers and the Greater Parish Community.

Status: Full-time | Salary | Exempt (40+ hours)

### Essential Responsibilities and Tasks

1. Develops safe ministerial relationships with adolescents and their families by being visible and available in the community and parish.
2. Develops ministerial networks to support and mentor youth ministry team leaders, adults and youth.
3. Plans, develops, coordinates and evaluates activities and programs, including weekly gatherings of high school students, retreats for middle and high school youth, annual summer trip(s) and other events. Regularly evaluates the effectiveness of these gatherings and makes adaptations for improvement in conjunction with both the adult and teen leadership teams.
  - a. Plans, coordinates, and facilitates bi-annual high school retreats both "in-house" and off campus at local retreat facilities.
4. Mentors a group of teen leaders and works with them to plan and evaluate programming.
5. Supports Confirmation and other sacramental preparation (grade 8+) as directed by the Faith Formation Director; including one-on-one formation opportunities for teens who missed sacramental preparation timelines.
6. Models and gives witness to his/her personal faith.
7. Provides administration of youth ministry in terms of budgeting, communication, networking, record keeping and supervision.
8. Organizes and hosts all youth ministry fundraisers. Including but not limited to: setting fundraising goals, hosting pre-sales after Mass, counting monetary donations, and submitting fundraiser requests and summaries to the finance council.
9. Maintains and updates high school faith formation web pages on the St. Pius X website ([www.spxcatholic.org](http://www.spxcatholic.org)).

## Qualifications

1. Manifest a deep faith in Jesus Christ that is exemplified in the practice of the Roman Catholic faith, and moral character adhered to the values of the Gospel.
2. Experience in youth ministry under the model of "Renewing the Vision: A Framework for Catholic Youth Ministry" by the U.S. Conference of Catholic Bishops
3. Understands the principles of psychology and sociology, most especially those pertaining to adolescence and family development
4. Appropriate certification and clear criminal background checks required.
5. Openness and availability to work evenings and weekends.
6. Bachelor's Degree in theology or other related field.
7. Ongoing personal and professional development is required and is competency based.

## Skills and Abilities

1. Intuitively incorporates sound Roman Catholic principles when teaching and interacting with parishioners. Familiar with the vision of the "new evangelization" articulated by Pope Francis and his successors.
2. Proven abilities in pastoral leadership, demonstrated through the ability to
  - a. listen
  - b. call people to prayer
  - c. effectively lead meetings
  - d. establish and align goals, and engage others in the enactment of a vision
  - e. identify talents and delegate.
3. Strong organizational skills, especially event planning and time management.
4. Respects personal boundaries and maintains confidentiality.
5. Strong technology and social media management skills to be used in a ministerial capacity. Proficient in social media platforms, Microsoft Office Suites, and Google Suites:
  - a. Facebook
  - b. Instagram
  - c. Canva (or other graphic design software)
  - d. YouTube
  - e. Spotify