

Sample Parish Job Description

Job Title: Director of Youth Ministry
Reports To: Pastor
FLSA Status: Exempt
Prepared By: Human Resource Department
Prepared Date: 00/00/00

SUMMARY

Serves as a visible sign of the Parish's commitment to provide for the faith formation of the young people in the parish community.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Design and/or coordinate learning experiences for youth that interweave the life experiences of youth with the Catholic Christian tradition.
- Identified as a leader in the Catholic Community.
- Participate in deanery/diocesan youth ministry gatherings/meetings.
- Prepare, propose, defend, oversee and execute the budget.
- Facilitate the development of a faith community among young people, their families, their parish and the local community.
- Participate in appropriate parish staff, council and committee meetings.
- Develop potential leadership in youth.

SUPERVISORY RESPONSIBILITIES

Directly supervises volunteers in the Youth Ministry Program. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

College Degree with course work in Youth Ministry, Religious Education, Theology or related field. Practical experience working with youth is essential.

OTHER SKILLS AND ABILITIES

Person of Roman Catholic faith, with strong organizational and relationship skills. Strong oral and written communication skills.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand and sit. The employee is occasionally required to walk. The employee must occasionally lift and / or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.