



## SAINT JAMES PARISH OKOTOKS & BLACK DIAMOND



### POSITION DESCRIPTION Youth Ministry Coordinator

**REPORTS TO: Youth Advisory Council & Pastor**

#### 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 and the Youth Advisory Council, the Youth Ministry Coordinator is responsible for the implementation of youth programs and services at the parish. He/She ministers directly to the youth of the parish by leading sessions and events. The Youth Ministry Coordinator, will minister in collaboration with the Pastor and volunteers to the needs of youth in grades 7 through 12 and their families at St. James Parish.

#### RESPONSIBILITIES

##### Primary Responsibilities:

- Youth Groups (Intentional and frequent gathering of Youth)
- School (classroom) Ministry
- Developing programs for youth that focuses on evangelization, fun and faith and strengthening our community

##### Specific Requirements:

- Maintains an up to date contact list of youth involved in Youth Ministry at the Parish
- Collaborates with the Pastor to plan prayer and liturgical celebration for youth.
- Is present for and conducts all Youth Ministry events at the parish.
- Invites and motivates parish youth to attend and participate in Youth Ministry events.
- Assists with youth retreats, faith sharing opportunities and youth formation.
- Facilitates the development of community among youth, their families, their parish and the local community.
- Coordinates the leading of prayer and reflection at youth events.
- Organizes the youth of the parish to participate in service projects within the community.
- Serves as an advocate for the needs of youth and families with youth to other parish groups and the wider community.
- Supports families in promoting healthy adolescent development and faith growth.
- Provides catechetical formation, faith sharing and small group reflection.
- Through established networks, refers youth to appropriate counselling and resource programs.
- Brings to the attention of the Pastor any matters related to the needs of the youth.
- Makes recommendations for resource materials, referring agencies, budget and facility usage regarding the Youth Ministry to the Pastor.
- Liaises with the Office of Youth Ministry at the Catholic Pastoral Centre and other parish Youth Ministers.
- Is available for meetings and training on both the parish and diocesan levels.
- All other duties or projects as directed by the Pastor

#### STRENGTHENING OUR PARISH COMMUNITIES

Screening for employment includes a satisfactory Vulnerable Sector Police Information Check, three reference checks and Agreement to the Model Code of Conduct (see <http://www.calgarydiocese.ca/articles/employment-opportunities.html>)

**TO APPLY:** The Diocese of Calgary fosters "Strengthening Our Parish Communities" a safe environment program. Screening includes a satisfactory Vulnerable Sector Police Information Check and Agreement to the Model Code of Conduct. See [www.calgarydiocese.ca/human-resources](http://www.calgarydiocese.ca/human-resources)

Interested persons may apply by submitting a complete Application Package including:

- Application for Employment downloadable at [www.calgarydiocese.ca/human-resources](http://www.calgarydiocese.ca/human-resources)
- Cover letter describing your suitability for the position by one of the following:
- Resume or CV

E-mail to: [religiousedu@stjamesparishrc.com](mailto:religiousedu@stjamesparishrc.com)

Mail to St. James Parish  
Site 7, Box 41, RR2; T1S 1A2

We thank in advance all applicants for their interest. Only short listed applicants will be contacted.



Approved by \_\_\_\_\_ Date: \_\_\_\_\_

*Prepared by RC Bishop of the Diocese of Calgary*