

High School Youth Minister Job Description

Full Time

40 hours per week

Job Summary

- Accountable for the planning, implementation, delivery, and sustainability of the high school youth ministry program
- Participate in high school youth ministry activities and meetings, which will require evening and weekend hours
- Develop and build effective working relationships with youth, parents, volunteers, and parish team to ensure successful operation of youth ministry programs and related activities
- Oversee and manage required records, information, and budget for the high school youth ministry program
- As possible, be present to extracurricular activities of the parish youth (sporting events, fine arts performances, etc)

Primary Responsibilities

- Work with the Director of Youth Ministry to create an annual calendar and curriculum using the Life Teen resources (social, issue, and catechetical) as well as additional materials that fits into the vision for youth ministry.
- Coordinate and oversee the weekly high school youth ministry meetings on Sunday afternoons.
- Set up and clean up/tear down meeting space.
- Recruit, guide, teach, and develop the high school Core Team
- Ensure compliance of high school Core Team with Archdiocesan policies regarding background screening and Safe Environment.
- Implementation of VIRTUS Child Safety training for high school students as required by Archdiocese
- Organize content, logistics, bookings, budget, registration for at least one high school retreat
- Coordinate high school youth ministry summer programming, includes planning, registration, logistics, and attending Life Teen summer camp (or comparable event such as Alive in You) as well as summer social events.

Additional Responsibilities

- Implementation of initiation Sacraments for middle and high school students (catch up sacraments of Baptism and Eucharist as needed) through the established OCIT program
- Work collaboratively with the Confirmation Coordinator in implementation of approved Confirmation preparation program for parish youth
- Work collaboratively with the Directory of Youth Ministry on all youth ministry events as needed.
- High school Bible study, or comparable program(LUX), minimum twice per month
- Other responsibilities as assigned

Self Development

- Develop/maintain an active personal prayer life
- Participate in the sacraments and other forms of community prayer.
- Attend at least one personal spiritual formation or continuing education opportunity, such as a retreat, per year
- Stay current on modern models of catechesis and youth ministry, and media in catechetical and youth ministry programs.

Requirements

- Active, practicing Catholic
- Must take Oath of Fidelity
- Complete a background check and Virtus training
- Experience with / basic understanding of high school youth and Life Teen models of catechesis
- Availability to work nights and weekends
- Bachelor's Degree or comparable work experience in a related field
 - Theology degree preferred
- Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance.
- Excellent oral and written communication skills
- Excellent organizational and administrative skills.
- Proficient computer skills including but not limited to Microsoft Office, Google suite, and database management.