

**Our Lady Queen of Peace Catholic Church
Lafayette, LA**

POSITION DESCRIPTION

Position Title: Youth Minister	Immediate Supervisor: Pastor
Position Status: Non-Exempt, Part-Time, Not Benefits Eligible	Work Schedule: Varies upon Programs

The Youth Minister may be called upon to attend meetings, facilitate classes/programs, etc., at times other than noted above, when necessary and/or directed.

General Duties: To develop a parish-based pastoral ministry for high school youth. This person reaches out to all youth in the community, supports DRE in providing formal catechesis, and invites and enables youth to service. The person in this position develops close communication with and mutual support from families of youth, and collaborates with other community and parish youth organizations. This position will be evaluated annually by the Pastor.

The following statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. Duties and responsibilities are subject to change as the needs and requirements of the parish/office change, as directed by the Pastor.

Qualifications:

- Must have the ability to maintain confidentiality.
- Must be enthusiastic and collaborate in an effort to enhance the ministries of the parish.
- Must model Catholic lifestyle and spirituality.
- Must maintain up-to-date personal certification for diocesan Safe Environment program.
- Must be self-motivated and prompt in performing tasks.
- Must be an active member of a Roman Catholic parish faith community (ideally, Our Lady Queen of Peace Parish.)
- Must have at least 3 (three) years of youth ministry experience in a Catholic parish.
- Must be willing to attend an annual silent retreat for one's spiritual growth, sponsored by the parish.

Responsibilities:

- To provide opportunities for youth to hear and respond to the Gospel message; to encourage youth to attend Mass regularly.
- To plan, organize, and implement programs which provide a religious, holistic approach in meeting the needs/interests of youth and young adults.
- To maintain and encourage a sense of community and Christ-like vision with the staff and the parish community.
- To act as an advocate on behalf of youth before the Church and the community.
- To attend weekly staff meetings and to participate in staff retreats and continuing education.
- To assist the DRE in the planning of the parish confirmation retreat.
- To coordinate, supervise, and plan liturgical opportunities involving youth participation.
- To develop Core Group and provide for its enrichment.
- To recruit, train, assign, and evaluate the youth leaders and to coordinate participation in diocesan-sponsored training programs.
- To develop leadership skills in youth and young adults.
- To advise and support youth leaders.
- To develop a network for reaching out to youth, particularly to the alienated.
- To plan, coordinate, and implement weekend retreats and evenings of prayer/reflection.
- To plan, coordinate and implement service projects for the youth of the parish within the local community.
- To involve adults, especially parents and parish organizations, in the vision of the youth group.
- To submit annual budget for administrative approval then administer the approved budget throughout the year.

- To maintain necessary office hours and program records including a detailed log of activities.
- To advise, communicate, and collaborate with other parish and diocesan organizations.
- To interface with community agencies and resources with youth programs.
- To draw young people to responsible participation in the life, mission, and work of the parish.
- To attend special school events and sports functions and visits at Holy Family School.