

## Job Description

### St. Charles Borromeo Catholic Church

<b>Position Title:</b> Assistant Youth Minister	<b>Immediate Supervisor:</b> Pastor
<b>Position Status:</b> Non-Exempt, Part-time	<b>Work Schedule:</b> 5 hours/week; Weekend activities

**Position Summary:** The assistant youth minister helps the youth minister coordinate the evangelization, catechesis, formation, and mission to young people from grades 9 – 12, drawing largely on *Life Teen* resources. The duties will include assisting at weekly or bi-weekly gatherings, monthly activities, yearly retreats, and sacramental preparation. The assistant also helps the Youth Minister to administer the confirmation program using *Life Teen's Purpose* program.

#### Duties and Responsibilities

- Assist in the evangelization and ministry to all teens in the parish, based on the 1997 USCCB document, *Renewing The Vision: A Framework for Catholic Youth Ministry*.
- Assist in curriculum development for a comprehensive youth ministry program for grades 9-12.
- Assist in recruiting, training, and supporting adult volunteers for the Youth Leadership Core Team.
- Assist in the administration of the parish's Confirmation program.
- Assist in organizing confession for youth, twice per year.
- Assist in coordinating youth participation in parish liturgies as well as Exposition and Adoration of the Blessed Sacrament.
- If possible, engage in ongoing personal education, faith formation, and youth ministry training, working toward a certificate in youth ministry from Franciscan University's Catechetical Institute.
- Work evenings and weekends as needed.
- Assist in organizing and developing fundraising for youth events, trips, projects.

#### Qualifications:

- Youth ministry experience (as leader or volunteer) in a catholic parish (1-2 years)
- A combination of education and experience will be considered.
- A practicing Roman Catholic in good standing with the Church and an active member of a Roman Catholic Parish, fully supportive of the Church's authentic magisterium. Must model Catholic vocation and moral life.
- Must have a passion for the evangelization of teens and youth ministry, rooted in a personal relationship with Jesus Christ in faithful obedience to His Church.
- Someone who is energized by conversation and engagement with teens.
- Good communication skills with teens and their parents
- Good public relations skills and an ability to communicate effectively, both orally and in writing in a positive and professional manner.
- Good leadership, administrative, planning, and organizational skills.

- Technology skills, especially in the area of communication through social media, as well as basic computer skills using Microsoft Office Suite and Google Drive.
- Successful completion of the Parish Safe Environment process.
- The ability to maintain confidentiality.

**How to Apply**

- Please send a cover letter with resume to Fr. Mark Kramer, S.J., in care of Ms. Mary Ann Matte, Administrative Assistant at: [matte@st-charles-borromeo.org](mailto:matte@st-charles-borromeo.org)