

PARISH:

POSITION TITLE: *Pastoral Assistant for
Youth Ministry*

NAME:

REPORTS TO:

DATE:

GRADE:

I. GENERAL SUMMARY OF POSITION PURPOSE

To implement the parish's commitment to youth ministry in a comprehensive manner. This includes the following elements: catechesis, evangelization, social action, community building, spirituality, liturgy, guidance, enablement, and advocacy.

II. ESSENTIAL POSITION DUTIES:

- A. Collaborates with the Pastoral Leader, staff, and consultative bodies in implementing the mission of the parish.
- B. Assures the development of programs and activities for junior and senior high youth that foster spiritual formation. This should include but not be limited to retreats, religious education, socials, recreation, athletic activities, outreach programs, youth-oriented liturgies, and community service opportunities.
- C. Assures the development and implementation of faith formation programs for youth. Recruits, enables, directs, trains, and supervises catechists and other personnel for faith formation programs for junior and senior high youth, including Confirmation where applicable. Collaborates with teachers in Catholic elementary and high schools in developing and implementing Religious education opportunities.
- D. Coordinates evangelization outreach programs to youth.
- E. Assures the development of programs and activities for young adults (ages 18-35) that foster spiritual formation. This includes but is not limited to retreats, religious education, socials, recreation, community service outreach and liturgical celebrations. Coordinates efforts to identify and involve young adults in the parish.

- F. Develops and administers the youth program budget as delegated by the pastoral leader.
- G. Serves as staff to the Parish Youth Commission/Committee, assisting the chairperson in preparing the agenda and providing information and research for the Commission as requested and as available.
- H. Maintains a level of knowledge and skills required for this Catholic ministry through regular updating, reading appropriate materials and participation at workshops and conventions. Participates in local, regional, and national professional organizations, as approved and as appropriate.
- I. Performs other duties as assigned.

APPROVED:

NAME: _____ DATE: _____

SUPERVISOR: _____ DATE: _____