

**Diocese of Gaylord
Job Description
Youth Ministry Coordinator**

Status: Non Exempt

Reports to: Pastor

Revised: 01-13-2010

Part time_____ **Full time**_____ **Hours per week**_____ **pay per hour**_____

Primary Function:

To act as a liaison between the immediate supervisor and the Pastor, parents and their adolescents to coordinate programs for appropriate ages. Have a duty to acquire the appropriate formation, which their role demands, so that they may conscientiously, earnestly and diligently fulfill this role.

Major Areas of Responsibilities:

- To be a liaison between their immediate supervisor, the Pastor, parents of youth and the parish family
- Encourage and invite youth to attend events throughout the Diocese and other Catholic events
- To faithfully represent the teachings of the Catholic Church with integrity in word and action.

Specific Responsibilities:

- Be familiar and in compliance with the Protocol for Ministry for Minors as stated in the Diocesan Standard Operating Procedures (SOP)
- Schedule and plan for a comprehensive youth ministry based upon the Bishops Document entitled Renewing the Vision
- Recruit, train and develop a youth ministry advisory council that consists of young people and adults that will assist in the scheduling and planning for a comprehensive ministry to youth
- Coordinate the youth ministry program with the parish intergenerational process of G.I.F.T.
- Other duties as assigned.

Qualifications:

Possess an understanding of scriptural concepts such as discipleship and conversion; outreach, relationship building, symbols, and storytelling; foundations of youth retreats, prayer and liturgy; current catechetical methods as it applies to youth ministry. Be able to utilize effective communications skills. Familiarity of the Bishop's Document Renewing the Vision and the eight components. Be certified or working towards certification as set forth by the Diocese through the Center for Catholic Studies or other approved course of studies and to be open to continuing education opportunities while serving in ministry in the parish.

Employee_____ Date_____

The above is intended to describe the general content of and requirements for the performance of this job. It's not to be construed as an exhaustive statement of duties, or responsibilities or requirements.

**Diocese of Gaylord
Performance Appraisal Form
Youth Ministry Coordinator**

Name _____ DATE _____

ANNUAL _____ 3 MONTHS _____ SPECIAL _____

JOB TITLE: Youth Ministry Coordinator

Job Description is updated yes ___ no ___

Major Responsibilities:

1. To be a liaison between immediate supervisor, pastor, parents, youth and the parish family.
Meets _____ Needs Improvement _____
2. To encourage and invite youth to attend events throughout the Diocese and other Catholic events.
Meets _____ Needs Improvement _____
3. To faithfully represent the teachings of the Catholic Church with integrity in word and action.
Meets _____ Needs Improvement _____

Please comment on any items that need improvement or have been outstanding in the performance of the Youth Ministry Coordinator:

Specific Responsibilities:

1. To be familiar and in compliance with the Protocol for Ministry for Minors as stated in the Diocesan Standard Operating Procedures (SOP)
Meets _____ Needs Improvement _____
2. To schedule and plan for a comprehensive youth ministry based upon the Bishops Document entitled Renewing the Vision
Meets _____ Needs Improvement _____
3. To recruit, train and develop a youth ministry advisory council that consist of young people and adults that will assist in the scheduling and planning for a comprehensive ministry to youth.
Meets _____ Needs Improvement _____
4. To coordinate the youth ministry program with the parish intergenerational process of G.I.F.T
Meets _____ Needs Improvement _____
5. To perform other duties as assigned
Meets _____ Needs Improvement _____

Please comment on any items that need improvement or have been outstanding in the performance of the Youth Ministry Coordinator:

Please outline and comment on overall performance and goals for next year:

Pastor

Date

Employee Comments:

Employee

Date

January 2010