

Sacred Heart Catholic Church
5501 Monticello Rd, Shawnee, KS 66226
Job Description

Job Title: Youth Ministry Coordinator
Immediate Report: Director of Ministry
Ultimate Report: Pastor

Department: Ministry

Compensation: Salary, exempt

General Purpose:

Supports Sacred Heart Parish to provide vibrant spiritual and social support for our junior high and high school youth through our YDisciple Program; weekly Youth Ministry programming; and outside youth program opportunities. Utilizes a staff Resource Committee and a Parent Resource Committee for accountability and support.

Essential Duties and Responsibilities:

YDisciple

- To Market and Coordinate YDisciple Small Groups;
- To Invite, Orientate and Train Adult Volunteer Mentors;
- To Invite Orientate and Train Parent Coordinators;
- To use YDisciple small groups to feed into Youth Ministry Social and Service gatherings;
- To use weekly Youth Gatherings to feed the YDisciple small group program;
- Manage all marketing/data for each component

Weekly Youth Gatherings

Organize weekly youth gatherings for Jr. High and High School audiences with purpose being to create opportunities for youth to encounter Christ; to practice and witness faith in a safe environment; to openly ask questions as faith is being developed and owned by the individual youth participant.

Weekly structure to rotate through the four pillars of stewardship with each evening themed highlighting on a topic that will practice each pillar of stewardship:

- Hospitality Evenings (fun social evenings; sports; games; movies)
- Prayer Evenings (teach youth how to pray; experience/participate in Adoration; prep for a quarterly youth Mass)
- Formation Evenings (to create and enhance youth's understanding of the faith and teachings of the Church)
- Service Evenings (to practice and engage in Corporal and Spiritual works of Mercy)

Outside Youth Program Opportunities

Market, Coordinate, & Encourage participation in outside events organized to enhance youth spirituality, service opportunities and fellowship. Events will include, but are not limited to:

- March for Life
- Retreat, Conferences, Conventions:
 - Kairos
 - Tekakwitha
 - Steubenville
 - Totus Tuus
- Service Opportunities
- Prayer in Action

Parent Resource Committee: In conjunction with Immediate Supervisor, the Youth Ministry Coordinator will organize this team including monthly meetings, setting agenda and maintaining the ongoing needs to perpetuate this resource/accountability effort. In conjunction with Pastor, Youth Coordinator will discern parent teams to sit on the Parent Resource Committee for a period of three years each as volunteer schedule permits. Youth Ministry Coordinator will orientate parent volunteers on the expectations of this role.

Staff Resource Committee: Youth Ministry Coordinator will use Staff Resource Committee as a marketing arm and sounding board for ideas and plans that are being developed. The Staff Resource Committee will communicate ongoing activities and needs back to our Youth Ministry Coordinator as they relate to youth initiatives at Sacred Heart. (Director of Ministry; Parish School Principle; Middle School DRE & Sacramental Coordinator, Parish School Theology Teacher, and Pastor as time permits will sit on this Resource Committee.)

Additional areas of Responsibility:

- Maintain social media presence for youth audience;
- Maintain Youth Ministry page on parish website and communicate info for bulletin, and weekly parish emails;
- Participate in Parish Planning, Surveys, Focus Groups as needed;
- Provides ongoing communications to parents, teens and parish at-large

Working Environment: Work hours will be determined by the Pastor and Immediate Supervisor, but will include evening and weekend work hours. Not to exceed 37.5 hours per week unless previously approved by Immediate Supervisor.

Other Duties: As Needed

This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.