



Job Title: High School & Young Adult Ministry Coordinator

Written/Revised: 3/14/2024

Parish: St. Matthew the Apostle Catholic Parish

FLSA Code: Exempt (Salaried)

Responsible to: Pastor and Director of Evangelization

Prepared for:

I. JOB SUMMARY

The High School and Young Ministry Coordinator is accountable to the Pastor and Director of Evangelization and has responsibility for directing the parish pastoral ministry to high school aged and young adult parishioners. The person in this position is expected to use personal judgment in carrying out routine duties and responsibilities of the Parish.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the parish policy and procedures manuals.

II. ESSENTIAL JOB RESPONSIBILITIES

1. Coordinate and oversee the development and implementation of high school and young adult catechesis and formation in collaboration with the Director of Evangelization and Coordinator of Small Group Discipleship ministry.
2. Create, design, maintain and evaluate areas of pastoral ministry to youth and young adults and their families.
3. Recruit, train, and supervise a high school and young adult ministry core team of adult and youth leaders.
4. Supervise additional staff, paid and/or volunteer program leaders.
5. Collaborate and share in the parish's vision for pastoral ministry.
6. Work in close collaboration with the Director of Evangelization, Coordinator of Small Group ministry, and other parish programs.
7. Develop and maintain relationships with students and administration at local Catholic and public high schools.
8. Participate and share in community, deanery and diocesan ministry for youth and young adults.
9. When applicable, connect high school aged parishioners and young adults to Deanery and Diocesan programs.
10. Consult Pastor and Director of Evangelization in reviewing materials and designing programs. Provide resources upon request.
11. Educate and inform the parish leadership as well as the parish community concerning the youth ministry and the primary role the community plays in that process.
12. Keep the parish informed of youth and young adult ministry activities and goals and advocate for ongoing parish support and involvement.
13. Provide adequate resource materials for the staff and volunteer leaders.
14. Remain in contact with other youth and young adult ministry coordinators.
15. Assist in preparation of and manage the High School and Young Adult budget according to parish and diocesan policies.

16. Maintain membership and participation in appropriate National, Regional, and Diocesan organizations as required.

III. OTHER POSITION RESPONSIBILITIES

1. Complies with federal, state and local safety laws.
2. Maintains a neat and safe work area.
3. Performs other duties as assigned.
4. Monitors compliance of volunteers with safe environment policies.
5. Regular attendance and punctuality is essential for this job.

IV. POSITION QUALIFICATIONS

Required: Compliance with BCI&I background checks and completion of Protecting God's Children program; Roman Catholic in good standing in the Church.

Education: BS or BA required in theology or religious education or other relevant degree. Master's Degree is preferred. Certification in youth ministry from the Diocese or an accredited national youth ministry program is required.

Experience: 3 to 5 years youth ministry experience or similar experience is required; familiarity with youth ministry principles and dimensions of young adult and youth ministry is preferred; proven administrative skills including interpersonal relations, conflict resolution, management and supervision, budget preparation and collaborative minister.

Job Related Skills: Project planning and tracking skills, budget preparation and tracking skills, along with the ability to multitask are mandatory for this position. Solid understanding of youth ministry principles and practices along with youth ministry experience on the parish and diocesan level are mandatory. Strong writing skills, excellent speaking and teaching skills, along with the ability to speak to a diverse audience from priests, to parents, to young people is required. Computer, audio/visual, and video production skills are all necessary in creating youth ministry programs on large scale.

Interpersonal Skills: The ability to work with others in a collaborative team environment.

Language skills: Strong oral and written communication skills are required; ability to read and comprehend instructions, write correspondence, and memos.

Mathematical Skills: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Working Environment: The ability to maintain all information highly confidential. Regular evening and weekend work hours required.

V. PHYSICAL STRENGTH DEMANDS

The Physical Demands Strength Rating reflects the estimated overall strength requirement of the job. It represents the strength requirements, which are considered to be important for average, successful work performance.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time, but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace can be and is physically demanding of a worker even though the amount of force exerted is negligible.

ADHERENCE TO CHURCH TEACHINGS, JOB DESCRIPTION REVIEW AND ACCEPTANCE:

Employee understands that as an employee of a Catholic institution Employee is expected to abide by Catholic Church teachings, both within and outside their employment duties, and regardless of her/his religious affiliation. As such, Employee agrees to refrain from conduct or lifestyle which would be in contradiction to Catholic doctrine or morals. Employee also agrees to comply with and act consistently in accordance with the teachings of the Roman Catholic Church, and the rules, regulations, and policies of the employing agency and the Diocese of Columbus now in effect, or that may hereinafter be adopted governing this employment, including but not limited to the attached *Adherence to Church Teachings* policy. Employee understands and agrees that the Employer has the right to dismiss Employee for violation of these standards, thereby terminating any and all rights Employee may have to continued employment.

ADHERENCE TO CHURCH TEACHINGS

All personnel who serve in Catholic employment are expected to be examples of Catholic moral behavior and professionalism. All personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocese and the employing agency or office. Personnel may be disciplined or terminated for violations of these standards, or any conduct which appears to reject or offend the teachings, doctrines, or principles of the Catholic Church. While there may be others not mentioned below, examples of conduct that may result in termination of employment include: (a) public support of activities or publically espousing beliefs contrary to Catholic Church teaching; (b) public statements disparaging or causing contempt against religion in general or the Catholic Church in particular; (c) entry into a marriage which is not recognized by the Catholic Church; (d) having an abortion or publically supporting abortion rights; (e) sexual relations (same or opposite sex) outside the institution of marriage as recognized by the Catholic Church; (f) pursuing or publically supporting in vitro fertilization. The teachings of the Catholic Church can be found in “The Catechism of the Catholic Church” which is on line at here http://www.vatican.va/archive/ENG0015/_INDEX.HTM.

Should you have any questions, feel free to contact the Diocesan Human Resources Director at 614-241-2537 or dprunte@columbuscatholic.org. For CONFIDENTIAL questions or concerns, please e-mail your question to confidential@columbuscatholic.org.

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Employee Signature

Date

The following items marked with an “X” are the physical and mental job requirements that are **essential** for this position.

Physical

- X Standing
- X Walking

- X Sitting
- X Lifting
- X Carrying
- X Pushing
- X Pulling
- X Climbing
- X Stairs
- Ladders
- Scaffoldings
- X Ramps
- Poles
- In-Out/Vehicles, Equipment, Machinery
- X Stooping
- X Kneeling
- X Crouching
- X Crawling
- X Reaching
- Running
- X Head and Neck Movement
- X Movement Across Mid-line

Coordination

- X Balancing
- X Handling
- X Controls (buttons, knobs, pedals, levers, cranks)
- X Grasp
- X Finger Dexterity
- X Manual Dexterity
- X Motor Coordination
- X Driving

- X Speaking Ability
- X Handling People
- X Judgment
- Bilingual
- X Imagination
- X Initiative
- X Patience

Mental

- X Alertness
- X Precision
- X Ingenuity
- X Problem Solving
- X Analytic Ability
- X Memory
- X Creativity
- X Concentration

Perception

- X Feeling
- X Seeing
- X Hearing
- X Form Perception
- X Clerical Perception
- X Auditory (hearing) Discrimination
- X Tactile (touch) Discrimination
- X Olfactory (smell) Discrimination
- Aesthetic (artistic) Sense
- Spatial (space) Aptitude

Employee signature

Pastor's Approval

Date

Date

Interpersonal

- X Talking
- X Persuasiveness