



ST. JOHN NEUMANN
Catholic Church

St. John Neumann Parish Confirmation & Youth Ministry Coordinator Description

Position Description:

Directs and supervises all ministry to teens (middle and high school) in the parish including the preparation for students for the Sacrament of Confirmation. Fosters community in order to form young missionary disciples that are equipped to go out and spread the good news.

Reporting Relationships

- Reports to: Family of Faith Director
- Collaborates with: Life Group Director, Pastoral Ministries Director, Family of Faith Team, and Parish Staff
- Facilitates Ministry of: Volunteers

Responsibilities and Duties

- Manages those that facilitate the regularly scheduled youth ministry meetings.
- Directs the execution of the Confirmation preparation meetings.
- Plans and organizes retreats for Confirmation students. This includes delegation to specified retreat teams.
- Fosters relational ministry for youth. This includes working with the Life Group Director to promote teens into life groups and working with the Pastoral Minister to offer service opportunities for the teens and their families.
- Communicates as needed with parents, teens and volunteers through various modes of communication.
- Coordinates and recruits participants and chaperones for summer camps and conferences. (CYSC and Steubenville Youth Conference)
- Establish annual calendar and budget with the Family of Faith Director.
- Determine suitability of volunteers for specific functions
- Assess the needs of youth and respond accordingly



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Qualifications and Skills

- The ability to effectively communicate a vision of ministry and advocate for youth within and outside the parish
- The ability to design, organize and lead systematic and intentional adolescent catechesis in the context of family and relational ministry
- The ability to develop community both among young people, and between young people and the broader faith community
- The ability to recruit, orient, train, organize, manage and nurture adult leaders
- The ability to care for youth and their families in crisis and to intervene appropriately with referrals and other appropriate responses
- The ability to lead others in prayer
- An actively practicing Catholic with a strong sense of the importance of a life of discipleship
- A reasonable level of proficiency in theology as determined by the priest
- Demonstrated experience in relevant professional ministry settings or 3-5 years of experience in Youth Ministry in a parish setting
- Ability to relate effectively with staff, volunteers, parishioners, guests, adults, and young people
- Ability to work flexible hours, including nights and weekends as required
- Successful candidate will be required to submit to a criminal background and credit check, and complete VIRTUS and Protecting God's Children Safe Environment Training

Hours & Compensation

- Full time, year-round, FLSA exempt position
- Will require evening and occasional weekend duties
- Eligible for benefits package, including health insurance and 401(k) match
- Compensation to be commensurate with experience