



# DIOCESE OF DALLAS

| PASTORAL CENTER  | JOB DESCRIPTION  |
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| <b>Position/Title:</b><br><b>Youth Ministry Coordinator</b><br><b>St. Francis of Assisi Catholic Church, Frisco, Texas</b> | <b>Department:</b><br><b>Youth Ministry</b>  |
| <b>Reports To:</b><br><b>Youth and Young Adult Ministry Director</b>   | <b>Date:</b><br><b>August 28, 2020</b>   |
| <b>ELSA Status:</b><br><b>Exempt</b>   | <b>To Apply:</b><br><b>Please submit Resume and Salary Requirements to:</b><br><b>resume@stfoafrisco.org</b> |

## General Summary of the Position

St. Francis of Assisi Parish is looking for a Christ-centered, innovative, visionary and passionate individual to serve as Youth Coordinator and to support the vision of the Youth and Young Adult Ministry Director through the Parish’s Middle School (7<sup>th</sup> -8<sup>th</sup> grade) and High School (9<sup>th</sup>-12<sup>th</sup> grade) initiatives. The Youth Ministry Coordinator’s main objective is to support the Youth Director’s role of forming young people into intentional disciples of Jesus Christ.

The Youth Coordinator will oversee middle school programming and help build a culture of discipleship within the youth, parents and volunteers. This will include overseeing the Sacrament of Confirmation for 8<sup>th</sup> Grade (and high school) . This position will also collaborate with the Young Adult Ministry. The ideal candidate is self-motivated and able to perform key tasks independently in a timely manner. This person should enjoy working in a collaborative team environment and is excited to join a growing Catholic parish with a vibrant culture and innovative community. This role will require a firm understanding of our Parish’s vision and values.

## Essential Duties and Responsibilities of the Position

- The Youth Coordinator will report to and collaborate with the Youth and Young Adult Ministry Director to establish and pursue a mission of evangelization and discipleship for the youth of the parish.
- Responsible for implementing a culture that seeks to invite the broken and lost into unity with Christ.
- Oversee middle school (7<sup>th</sup> and 8<sup>th</sup>) programming and builds a culture of discipleship within youth, parents and volunteers.
- Responsible for fostering the spiritual growth and preparation for youth to receive the Sacrament of Confirmation.
- Responsible for planning and implementing the Confirmation program, in tandem with the Youth and Young Adult Ministry Director, for 8<sup>th</sup> grade and High School. Includes recommending to the Pastor and Youth and Young Adult Ministry Director the “readiness” of each candidate. Also includes coordinating all content and learning objectives for each session as well as planning any events as needed.

- Responsible for coordinating with the parish Liturgy team to plan Confirmation Masses and all related liturgy needs.
- Responsible for collaborating with the Diocese of Dallas to schedule dates for the Bishop or other designated Celebrant for presiding at all Confirmation Masses.
- Responsible for building strong relationships, centered on a foundation of trust and great communications with parents to give direction for their youth and what is in the best interest of the young person for their spiritual development and growth in the Church.
- Also responsible for ensuring all information is communicated to parents in a timely fashion (session dates, meeting dates, retreat information, etc.)
- Responsible for coordinating with Campus Operations and Ministry Team to ensure that all volunteers and catechists are safe environment cleared. Also works proactively with Youth and Young Adult Ministry Director, safe environment staff, and Senior Director of Operations if needed to proactively address any safe environment needs or issues in an effort to mitigate risk and ensure the safest environment and setting possible for all youth.
- Assists the Youth and Young Adult Ministry Director with ongoing training and spiritual formation of catechists and young adult core team members.
- Assists the Youth and Young Adult Ministry Director by overseeing the recruiting, training, coordination and ongoing spiritual development of all youth (high school) leaders. Ideal candidate is able to follow all safe environment protocols flawlessly.
- Responsible for recruiting youth and young adults from both the English and Spanish communities to actively attend and volunteer at the Sunday “youth Mass.” This includes helping to recruit lectors, ushers, Extra Ordinary Ministers of the Most Holy Eucharist, greeters, sound/av committee volunteers and potentially musicians. Also collaborates with the liturgy team to ensure all volunteers are properly trained, safe environment cleared, commissioned and are following latest guidelines and protocols as established by the pastor and/or liturgy team.
- Maintains a high degree of visibility and involvement with youth in the community and their families.
- Works with the Youth and Young Adult Ministry Director to ensure involvement in Diocese and community activities such as *Mission: Possible*, Dallas Catholic Youth Conference (DCYC), Youth Day, Steubenville Youth Conference(s), and Regional and National Youth Conferences.
- Encourages youth to pursue leadership opportunities in the program and works extensively with youth leadership to encourage them to select and coordinate appropriate social, service, liturgy and worship opportunities for their peers.
- Serves as an active member of the parish staff. Attends staff and other meetings as required.
- Represents the needs of parish youth and their families to the Pastor, Senior Director of Operations, and Parish Leadership Team (PLT)
- Collaborates with other members of pastoral staff to determine direction of Religious Education and related activities to support the parish mission.
- Collaborates with other Youth Ministry peers within the diocese (and elsewhere) to learn best practices, seek solutions and ideas.
- Responsible for ongoing formation and education to ensure Youth Minister personal spiritual development and growth is consistent.
- Coordinates and assists the Youth and Young Adult Ministry Director with Youth Retreats and recruiting music and liturgical ministers (volunteers) as needed
- Coordinates and assists the Youth and Young Adult Ministry Director with Mission Trips as needed.
- Responsible for other duties as assigned by the Pastor and/or Senior Director of Operations

## Position Requirements

### Knowledge, Skills and Abilities:

- Must possess a servant-leadership mindset.
- Must maintain a positive, upbeat, self-starting, solutions-centered, can-do attitude.
- Must be adept at problem solving.
- Must understand the importance of the parishioners and the community served by St. Francis of Assisi.
- Must be able to thrive with minimal supervision.
- Must possess the ability to easily interact and relate with a wide assortment of personality types.
- Must have the ability to listen carefully and take direction well.
- Ability to manage time and prioritize accordingly.
- Must be a practicing Catholic in good standing and demonstrate an active commitment to the Church's mission and to the sharing of that mission with youth.
- Must have the ability and experience to design and implement a variety of youth-oriented social, service, and worship opportunities.
- Comprehensive knowledge of adolescent, pre-teen, and teen spiritual and personal development, youth cultures, and sociology.
- Exceptional listening and empathic skills required; ability to recognize and handle problems within scope of job duties and to refer problems outside of the scope of job duties to the appropriate party.
- Outstanding organizational skills, including time management, delegation, planning, and budgeting.
- Outstanding interpersonal skills and demonstrated ability to work effectively with adults and children of all ages.
- Outstanding computer skills, with intermediate proficiency in Microsoft Office suite of products and social media.
- Advanced MS Office experience, including Outlook (email and calendar/scheduling), Word, PowerPoint, Excel; Apple (iOS) and various social medial platforms experience.
- The nature of this position requires a highly flexible schedule comprised of day, evening, and weekend hours.

### Education and Experience:

- Bachelor's in theology, Religious Education, or Youth Ministry preferred.
- Minimum of two (2) years' experience in teaching or managing a youth.
- Bilingual (English and Spanish) preferred.

### Special Requirements:

- The nature of this position requires a highly flexible schedule comprised of day, evening, and weekend hours.