JUNIOR HIGH YOUTH MINISTER: JOB DESCRIPTION

Spiritus Christi Church
121 N. Fitzhugh St.
Rochester, NY 14614

HOURS: Up to 15 Hours per week (additional hours for retreats and summer programming)

Purpose of Position:
To create and implement a comprehensive youth ministry program that provides safe and inclusive environment for group building, spiritual growth, youth leadership development, and community service for junior high youth.

General Responsibilities
The Junior High Youth Minister provides vision and coordination for the parish’s ministry to young people from 7th and 8th grades and in collaboration with the Senior High Youth minister oversees the successful transition of 8th grade students into the senior high program. This includes weekly gatherings, social events, service projects, two weekend retreats, a 7th grade welcome retreat and a week-long summer mission trip (7:30-5:30pm daily). This position also requires additional responsibilities listed below.

This comprehensive approach is based on the understanding of the primary task of youth ministry to:

- To be a loving and supportive adult
- Encourage youth in developing their relationship to God
- Provide youth with opportunities for nurturing relationships with others and personal growth
- Challenge them to respond to God’s call to serve in their communities and world

Accountability
The coordinator is a member of the parish staff who reports directly to the Director of Religious Education and ultimately the Pastor.

Position Responsibilities
As a Parish staff member, the youth director will be responsible to:

- Attend an annual staff retreat in mid May (Sunday through Tuesday)
- Participate in all three family liturgies (Fall, Winter and Spring). Youth Minister expected to sit with teens and their families during mass and engage families by walking around and connecting with the parents and teens during event after family liturgies.
- Be a presence for youth and their parents at parish liturgies and events
- Participate in staff planning
- Communicate to staff about Youth Ministry activities
- Seek staff input in planning Youth Ministry activities
- Be a resource person to parish staff on issues related to youth and youth ministry
Serve as the liaison with the pastor, parish staff and other parish committees when deemed necessary by the director of Religious Education

Creating continuity between Junior High and Senior High Youth Ministry programs

Junior High Youth Ministry - The program integrates spiritual, service, and social activities into a comprehensive ministry for young people. The Youth Minister’s responsibilities include:

- Facilitating the Junior High volunteer leadership staff, which is responsible for planning, implementing, and evaluating the Youth Ministry Program
- Coordinating the recruitment, training, supporting, and evaluating of volunteers in the Youth Ministry Program
- Developing a faith development program that utilizes a creative variety of formats, settings, and timeframes, which shall be approved by the Director of Religious Education
- Maintaining resources (print, video, speakers, etc.) for effective programming
- Providing appropriate training for the adult volunteers and young people in leadership positions by offering meetings and volunteer retreats once a year.
- Fostering the involvement of young people in the life of the Spiritus Christi community, including being involved in parish activities, liturgies, and community service events.
- Working closely with the Junior High parents to support their leadership in planning and coordinating youth group events.
- Working with the Sr. High Youth Minister and the Director of Religious Education to create a continuum of support to the transition of young people in our parish
- Providing social gatherings for Junior High parents to build community among youth group families including Parent Connection (a forum for parents to participate in talks and workshops on a range of teen issues), celebrations, picnics, etc.
- Create and distribute a monthly newsletter or other communications for the parents and teens
- Meet with Director of Religious Education for supervision meetings once a week to discuss youth events and meetings. The Youth Minister is expected to show agenda and planned activities for the week and present any questions or concerns that may have come up.
- Meet other expectations that may presented throughout the year from Director of Religious Education and/or the Pastor

**Qualifications and Aptitudes:**

1. Must have vision and a demonstrate ability to plan, develop, coordinate, manage and implement a Youth Ministry Program within the parameters of Spiritus Christi Church.
2. Must have excellent written and verbal communication skills, conflict management skills, and computer skills
3. Must posses a proven ability to work effectively with youth, diverse individuals, and teams of volunteers, as well as parish staff
4. Youth Minister must be able to take feedback given and to follow through with expectations to implement a successful program
Junior High Youth Ministry Director Application

Spiritus Christi Church
121 N. Fitzhugh Street, Rochester, NY 14614

APPLICANT INFORMATION

Name: ____________________________

Address: ____________________________________________
Street City Zip

Phone: ____________________________
Home Cell

EMAIL: ____________________________________________

What experience do you have with teens? ____________________________________________
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Why are you interested in this position? ____________________________________________
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What else would you like us to know about you? ____________________________________
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__________________________________________
__________________________________________

Please return this application with a resume and three references to:
Religious Education Director Siobhan Potter
Email: religiouseducation@spirituschristi.org