

## **Coordinator of Youth Ministry**

Mary of the Visitation Catholic Church  
Becker/Big Lake, MN  
Full Time

### **Job Overview**

#### **POSITION SUMMARY:**

The coordinator of youth ministry (CYM) provides vision and coordination for the parish's efforts in ministry to young people from 3rd through 12th grades. This includes high school and middle school gatherings (weekly or bi-weekly gatherings), monthly activities, catechesis and assisting with Sacramental preparation (Confirmation).

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING: (other duties may be assigned)**

The coordinator of youth ministry will be responsible to:

- Attend regular staff meetings communicating to staff about youth activities
- Be a resource person to parish staff on issues related to youth and youth ministry
- Serve as the liaison with the pastor and parish staff
- Facilitating the Youth Leadership Team, which is responsible for planning, implementing, and evaluating a comprehensive youth ministry program
- Serving on the Youth Advisory Board, which is an oversight group providing vision, direction, support, and advocacy for the parish ministry with youth
- Coordinating the recruitment, training, supporting, and evaluating of volunteers in the youth ministry program
- Providing resources (print, video, web, diocesan events) for effective programming
- Providing appropriate training for the adults and young people in leadership positions
- Fostering the involvement of young people in the life of the parish, including serving on various parish committees and being involved in parish activities

- Coordinating the outreach to and evangelization of all young people in the parish
- Providing appropriate services and programs for parents of adolescents
- Serving as the liaison with the diocesan office of youth ministry and their programs, services and resources

### **Responsibilities and Duties**

- Plan, develop and implement a comprehensive Youth Ministry program for the parish.
- Recruit and train a team of volunteer leaders for Youth Ministry ensuring all volunteers have completed the safe environment training of the St. Cloud Diocese. Appropriate adult-student ratios must be maintained according to each type of activity. Must follow the guidelines put in place by Catholic Mutual for events involving transportation and permission slips.
- Advocate for youth in the parish and community. Be in communication with the pastor, Director of Faith Formation, the ACC and pastoral councils. Be a liaison between the church and other community organizations, people and resources that relate to youth.
- Collaborate with the Director of Faith Formation in establishing a schedule for the year.
- Organize larger trips/events such as distance and local mission trips. Lead fundraisers, manage the finances, find leaders, collect paperwork and attend these events/trips with your teens.
- Manage any budgets for your areas of ministry, keeping records of all income and expenses and provide all needed information to the parish bookkeepers.
- Communicate with everyone in a timely manner and as effectively as possible using all available resources (social media, email, webpage, bulletin, newsletters, etc.). Ensure communication with Church staff, leadership, parents and the parish as a whole.
- Strive to make yourself available to youth in a variety of ways (i.e. attend extracurricular activities, times of crisis, etc.)
- Stay abreast of resources for developing youth ministry and faith formation. Attend Diocesan meetings, training opportunities and continuing education opportunities for personal and professional growth.

## **Qualifications**

- Be a practicing Catholic in good standing who embraces the teachings of the Catholic Church and is a role model to youth. Must be prayerful, growing in discipleship and value teamwork.
- Education: A Bachelor's Degree in Youth Ministry/Catholic Theology or relevant degree is required. Equivalent/relevant life experience will be considered in lieu of degree.
- Must have a vision and a demonstrated ability to plan, develop, coordinate, manage and implement the youth ministry program.
- Excellent communicate skills are necessary, both written and verbal. Competency in both Word, Excel and PowerPoint are important. Webpage and social media knowledge are very helpful. The ability to work with a variety of people and have conflict management skills is a must.
- A proven ability to work effectively with youth, diverse individuals and teams of volunteers.
- Must be willing to be an active member of Mary of the Visitation.

## **Benefits**

- \$35,000+ depending on experience & qualifications
- Retirement Package
- Health Insurance
- Life Insurance

**To apply** for this position, please send your resume and references to:  
Fr. Michael Kellogg – [mkellogg@maryofthevisitation.org](mailto:mkellogg@maryofthevisitation.org) or P.O. Box 100, Big Lake, MN 55309.