



Job Title:	Youth Ministry Coordinator
Location:	Saint Francis Xavier Parish
Reports To:	Pastor
FLSA Status:	Full Time
Last Revised:	March, 2024

Summary:

Saint Francis Xavier Parish is seeking a full-time Youth Ministry Coordinator to serve the needs of our junior high and high school youth. The purpose of this position is to draw young people to Jesus Christ by encouraging participation in the life, mission and work of the Catholic faith community. Components of youth ministry include catechesis, community life, evangelization, commitment to service, development of gifts, and participation in prayer and worship.

Essential Job Functions:

- Develops initiatives that support the engagement of the Parish community with youth.
- Works with volunteers who assist with the direction and implementation of youth activities.
- Considers ongoing resources and support for parents and volunteers working with youth.
- Assures the development of programs and activities for our youth that foster spiritual formation including religious formation, retreats, social gatherings, recreation, prayer and worship experiences as well as community service opportunities.
- Plans weekly youth group meetings and activities.
- Communicate regularly with youth, parents, schools, and the parish through various platforms including but not limited to texting apps, social media, and email
- Assists with the development and implementation of sacramental preparation for the celebration of Confirmation.
- Coordinates teen volunteers for Vacation Bible School.
- Assures that legal and moral responsibilities are provided for within the context of the Parish program, including developing and implementing plans for promoting a safe environment in accord with diocesan policies.
- Works within a budget, monitoring monthly expenses and revenue; authorizes all expenditures for that budget.
- Connects parish youth with meaningful service or retreat opportunities that may be offered through the diocese or the larger community.
- Collaborates with the Pastor and/or the Director of Faith Formation and other staff as needed in the comprehensive planning, implementation and evaluation of programs related to youth ministry.
- A willingness to collaborate with other ministers from around the Diocese, especially for larger events like Source and Summit Retreat, NCYC, pro-life initiatives, etc. This will also include a working



relationship the Diocesan Office of Youth & Young Adult Ministry (attending quarterly meetings, Diocesan leadership days, and annual retreat among others).

- When appropriate, participates in regional/deanery planning and program efforts and collaborates in their implementation.

Requirements:

- Active member of a Catholic Parish Community.
- Passion for leading youth into a fuller relationship with Jesus Christ.
- Comprehensive knowledge and understanding of the Catholic faith.
- Strong communication and interpersonal skills, especially when building trust with teens as well as parents.
- Ability to lead Bible studies and engage teens in meaningful discussions related to faith and spirituality.
- Excellent organizational skills for managing events, programs and volunteers.
- Availability and flexibility to work evenings, weekends and long hours.

Desirable Skills:

- Experience in Youth Ministry or teaching.
- Experience utilizing various forms of communications aimed at informing and enhancing participation in youth programs.
- Proficiency in Google Suite and Microsoft Office.

Educational Requirements:

- Bachelor's degree in Theology or related field preferred.
- Catechetical or Youth Ministry certification or education (or willingness to obtain).

Applicants shall exhibit in behavior and lifestyle values compatible with Catholic beliefs as well as being a practicing Roman Catholic. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

To apply, please send your resume to ternst@evdio.org