

Youth Minister | St. Gregory the Great Catholic Church | San Diego |10/8/2024

Parish Name: St. Gregory the Great Catholic Church

Location: 11451 Blue Cypress Dr., San Diego, CA. 92131

Reports to: Pastor

Employment Type: Full Time

FLSA Status: Non-Exempt

Rate: \$31.02/hourly

To Apply: Please send a resume and cover letter to Fr. Bart Landry, C.S.P., at Frbart@stgg.org.

Position Overview:

The Coordinator of Youth Ministry provides vision and coordination for the parish's efforts in ministry to young people from 9 through 12th grades. This includes (weekly or bi-weekly gatherings) activities, catechesis, and Sacramental preparation (Confirmation).

Essential Duties and Job Responsibilities

The Coordinator for Youth Ministry is a valued parish staff member at St. Gregory the Great Church. As such, they will be expected to

- Attend regularly scheduled staff meetings
- Participate in staff planning of parish events
- Communicate to staff about Youth Ministry activities and seek their input when appropriate
- Serve as a member of the Pastoral Stewardship Council.

The Coordinator for Youth Ministry is responsible for

- Facilitating the Youth Leadership Teams (teens and adults). These teams are responsible for planning, implementing, and evaluating a comprehensive youth ministry program, including planning and attending retreats.
- Recruiting, training, supporting, and evaluating volunteers in the Youth Ministry program.
- Coordinating the Confirmation process (year one and year two).
- Drafting and updating the youth calendar
- Providing appropriate services and programs for parents
- Serving as the liaison with the diocesan office of youth ministry and their programs, services, and resources
- Participating in the local deanery projects for youth ministry to integrate the broader youth ministry process into the St. Gregory the Great community.
- Preparing an annual program budget annually to present to the parish finance manager

Education and Experience

For the Christian Disciple, education and experience are vital. Therefore, it will be expected that the Coordinator for Youth Ministry possess

- Certification in youth ministry and/or basic catechist certification
- At least three years of experience in youth ministry in a parish setting
- A desire for ministry improvement through continuing education opportunities

Qualifications

The Coordinator for Youth Ministry's responsibility directly impacts our youth's faith and spiritual lives. By word and example, the Coordinator for Youth Ministry must

- Be an active member of the Catholic Church
- Be experienced as a worship and service leader
- Be Service Oriented
- Possess strong verbal and written communication skills
- Possess organizational skills, focusing on prioritizing tasks and having the ability to work independently and as part of a team
- Be empathetic with the ability to recognize and understand situations presented by our youth in the hopes of offering guidance and resolutions
- Demonstrate leadership skills that will foster confidence in the lives of our youth
- Possess working computer technical skills
- Understand that confidentiality is critical to the role of Coordinator for youth Ministry

Physical Activities

The physical activities described here represent those that an employee must meet to perform the essential duties of the job successfully. Reasonable accommodations may be made to enable the employee to perform these essential duties and expectations.

The employee must be mobile to, from, and within the office and maneuver throughout the parish facility to attend meetings and other work-related events that could require lifting or moving objects up to 50 pounds. The Coordinator for Youth Ministry may be required to conduct trips to, from, and within various locations to attend meetings and events.