

SAINT ALBAN ROE CATHOLIC CHURCH

JOB DESCRIPTION FOR THE COORDINATOR OF YOUTH MINISTRY

Introduction

St. Alban Roe, a parish of the Archdiocese of St. Louis, is located in the St. Louis County suburb of Wildwood. It is a large and vibrant parish of over 2200 families, which was established in 1980 with just over 100 families. In 1998, our parish school was started which today numbers 165 students in K-8 and another 27 in the preschool while also housing a PSR program of 200 students. This year 57 children received their first Holy Communion, and 67 eighth grade students received the Sacrament of Confirmation.

We are in the process of reestablishing the youth ministry program at St. Alban Roe. We are looking to focus on fostering the spiritual growth of each young person in our parish by cultivating a Sacramental life with a deep appreciation of the Roman Catholic faith. We want a program founded on the Gospel that seeks to inspire the hearts of the youth of the parish; it has the ultimate goal of forming life-long disciples who know, love, and live in the Jesus.

Job Description

Overview

This full-time (40 hours per week) position undertakes the challenge of rebuilding, organizing, and coordinating the youth ministry efforts of St. Alban Roe so that high school and junior high parishioners are given every opportunity to experience the life-changing power of a personal relationship with Jesus Christ in a setting that is both encouraging and empowering. Collaboration will be expected with a variety of staff—both in the rectory and the school--and with parishioners.

Vision

1. To foster the personal and spiritual growth of each young person.
2. To draw our youth to a fuller involvement in the life of faith, most especially in the sacramental and communal life of our parish and the greater Catholic Church.
3. To empower our youth to live as disciples of Jesus Christ in the world today.
4. To build up among our youth authentic community and friendships centered on Jesus Christ.
5. To prepare our youth for a healthy, faith-filled adult life.
6. To encourage the consideration of priestly and religious vocations.

Requirements

The Coordinator of Youth Ministry should:

1. Be an active, committed, faith-filled and faithful Roman Catholic.
2. Possess a solid understanding of the Catholic Faith and adhere to all the teachings of the Catholic Church.
3. Be able to teach and share the Catholic Faith.
4. Have leadership experience with youth.
5. Possess strong leadership, communication, and organizational skills.
6. Possess the human qualities and social skills necessary for this highly relational ministry.

Duties & Responsibilities

Administrative and Leadership Responsibilities

1. Collaborate with the pastor, associate pastor, parish staff to build an adult core team and to establish a weekly, monthly, and seasonal calendar of meetings and events. The Youth Minister would work with them to recommend, facilitate and direct future youth ministry programming.
2. Coordinate and promote the Youth Ministry Program as a vital and vibrant part of the greater St. Alban Roe Parish Family.
3. Recruit and train volunteers to assist the Youth Ministry program.
4. Invite, gather, and lead the youth in regularly planned programs.
5. Work with the CRE and Elementary School Principal to reach out to upper middle school students.
6. Maintain an ongoing knowledge of trends and resources in youth ministry both through individual work and professional development/continuing education programs.
7. Maintain a relationship with the Archdiocesan Office of Youth Ministry and an awareness of Archdiocesan resources, programs, and guidelines.

Pastoral Responsibilities:

1. Plan, promote, and execute regularly scheduled programming at least one evening a week for the high school ministry.
2. Create new and engaging content to teach the youth about the faith.
3. Plan, promote, and execute annual events, trips, and retreats including Luke 18, Fall Retreat, Steubenville Mid-America, and other events as the program grows.
4. Organize, motivate, and maintain an adult volunteer core team, planning monthly meetings with them.
5. Be accessible during the week to provide opportunities and appropriate settings for the youth to visit and discuss their needs.
6. Provide seventh and eighth graders at St. Alban Roe opportunities to be a part of the youth ministry program on a regular basis.
7. Be present on a regular basis at some parish and school activities and events in order to meet parishioners and promote parish-wide involvement.
8. Aid the St. Alban Roe School and PSR in promoting spiritual growth by assisting and supporting events, catechesis, and Sacraments such as Confirmation.

Networking responsibilities

1. Establish and maintain regular and appropriate communication with high school and middle school youth and their parents.
2. Utilize social media and parish communication resources to effectively communicate with teens and parents.
3. Establish and maintain regular communication with the entire parish regarding the youth ministry program, especially by maintaining regular communication with other parish organizations who have appropriate collaborative potential.

Fiscal responsibilities

1. Prepare and develop an annual budget.
2. Account for all youth ministry expenses
3. Organize and manage some fundraising in support of the youth ministry program.

Compensation

St. Alban Roe Catholic Church offers a competitive salary based on years of experience and educational formation. In addition, we offer health insurance, dental insurance, as well as a retirement plan. The Coordinator of Youth Ministry will have appropriate office space and all essential materials provided by the parish.

CONTACT DETAILS:

Qualified candidates may submit their resume (including references) and cover letter to Fr. Clark Philipp at frphilipp@stalbanroe.org or by mail:

St. Alban Roe Catholic Church
Attn: Fr. Clark Philipp
2001 Shepard Rd.
Wildwood, MO 63038