

# Youth Ministry Coordinator Ministry Role Descriptor

St. Philip Church & St. Clare Mission  
Richmond and Dwyer Hill, Ontario

Name of ministry and role(s)	Youth Ministry Coordinator ( <i>a volunteer role</i> )
Groups served by this ministry	Youth and young adults aged 15-30
Length of term	3 years (renewable)
Purpose of the role(s)	<ul style="list-style-type: none"> <li>To establish and maintain an active youth ministry program within the parish</li> <li>To spiritually form young people as members of society and the church</li> </ul>
Activities and responsibilities	<p>Activities may include:</p> <ul style="list-style-type: none"> <li>Establish and maintain a regular youth Mass in the parish, in which the youth and young adults carry out all the main liturgical functions expected of lay people</li> <li>Develop, coordinate and implement a youth program that forms youth into integral members of society and the church</li> <li>With approval from the pastor, manage a budget</li> <li>With approval from the pastor, develop, coordinate and carry out fundraising projects</li> </ul>
Constraints	<ul style="list-style-type: none"> <li>Most interaction with the youth takes place in public places with other adults present</li> <li>However, some interactions are one-on-one; all one-on-one interactions must be in a visible location, or in a room with a window on the door so that all participants are visible</li> <li>Physical contact is discouraged in all circumstances</li> </ul>
Descriptor scope ( <i>check one</i> )	<input checked="" type="checkbox"/> Common <input type="checkbox"/> St Philip <input type="checkbox"/> St Clare
Skills, experience and qualifications desired	<ul style="list-style-type: none"> <li>The youth ministry coordinator must be a practicing Catholic who understands and upholds the teachings of the Catholic church</li> <li>Liturgically knowledgeable</li> <li>Experienced in working with young people</li> </ul>
Personal traits desired	<ul style="list-style-type: none"> <li>A mature individual, capable of working, relating and communicating well with youth and adults alike</li> <li>Trustworthy</li> </ul>
Orientation and training	<ul style="list-style-type: none"> <li>The archdiocese may provide a course of training in youth ministry, which the coordinator will be encouraged to attend</li> <li>Training can be available from one or more of a past youth ministry coordinator, the pastor and other parish clergy</li> <li>Receiving a copy of this ministry role descriptor</li> <li>Responsible Ministry training and handout</li> </ul>

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Support, supervision and evaluation	<ul style="list-style-type: none"> <li>The youth ministry coordinator reports directly to the pastor</li> </ul>
Working conditions	<ul style="list-style-type: none"> <li>The youth ministry coordinator works in the church, parish hall and parish office</li> </ul>
Benefits to role participants	<ul style="list-style-type: none"> <li>Satisfaction from running a vibrant parish youth ministry</li> </ul>
Level of sensitivity ( <i>check one</i> )	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input checked="" type="checkbox"/> High
Screening measures (Per the parish 'Responsible Ministry Program' document.)	<ol style="list-style-type: none"> <li>1. Completion of a volunteer information form is required.</li> <li>2. Personal reference checks are required.</li> <li>3. An interview and a police record check are required.</li> <li>4. Training and orientation are required.</li> <li>5. There will be supervision and periodic evaluation, as needed.</li> </ol>