

MINISTRY POSITION DESCRIPTION

Name of Group / Ministry	Parish Youth Coordinator
Accountability	Pastor
Purpose of Ministry	Acts as an advocate and link for youth Facilitates the development of community among young people, their families, their parish and the local community Provides opportunities for young people to become involved in the day to day life of the parish Partners with schools and the civic community to promote effective services for youth and positive values in youth Promotes the pastoral care of youth and families
Participant Group	Youth of the parish
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ Recruits and supports adult and youth leaders in youth ministry ▪ Ensures that Diocesan screening policies are followed and adhered to for all adults working with youth and children. ▪ Promotes the spiritual formation of youth and adult leaders ▪ Facilitates the planning, implementation and evaluation of long and short-term goals ▪ Coordinates activities that involve youth within the church, i.e. spiritual and recreational activities ▪ Promotes and empowers youth for Christian ministry ▪ Participates in diocesan meetings and training ▪ Develops and supervises program budget ▪ Establishes a collaborative relationship with members of the pastoral staff
Skills and Qualifications	<ul style="list-style-type: none"> ▪ Baptized, practising Catholic ▪ Active member of the church community ▪ Likes working with young people ▪ Comfortable with spirituality and faith ▪ Organizational, interpersonal and communication skills ▪ Strong leadership with an ability to delegate ▪ Imagination, creativity, and prayerfulness ▪ Knowledge of Child and Family Service Act
Time Commitment	30 – 50 hours per month
Duration	2-years renewable
Orientation and Training	<ul style="list-style-type: none"> ▪ Provided by the parish team ▪ Participates in Diocesan training session and or Youth Ministry (Ontario-wide) retreats ▪ Participates in workshops and conferences
Support	Provided by Pastor / parish team and Diocesan level
Supervision	Pastor
Evaluation	Review annually
Position Level	HIGH TRUST

MINISTRY POSITION DESCRIPTION

Screening Procedure

- Receive a position description
- Complete forms A, B and C
- Interview
- Reference checks
- Police Record Check
- Receive and *Volunteer Guidelines*
- Sign *Ministry Covenant*
- Orientation and training
- Supervisory checks and evaluations