

Saint Philip's Catholic Church

*7500 St. Philip's Court
Falls Church, Virginia 22042*

JOB DESCRIPTION FOR YOUTH MINISTRY ASSISTANT

SUMMARY OF POSITION:

In collaboration with the Pastor and the Director of Youth Ministry, the Assistant to the Director of Youth Ministry is responsible for guiding, developing, implementing, supporting, and evaluating the faith formation programming for high-school aged students. As per *Renewing the Vision*, 1997, the goals of Youth Ministry are:

1. To empower young people to live as disciples of Jesus Christ in our world today
2. To draw young people to participation in the life, mission, and work of the Catholic Church
3. To foster the total personal and spiritual growth of each young person

This is a part-time position (12-15 hours); salary will be determined based on experience.

PRINCIPAL DUTIES:

- Collaborates with the DYM and the rest of the Pastoral Team to understand the needs of the parish, as well as the unique character and quality of Saint Philip; based on the needs, works with the team to develop the overall ministry to the parish and integration of activities.
- Aids the DYM in developing the curriculum for high school-aged programs; ensures that programming includes: liturgical celebrations, sacraments, and church seasons; opportunities for service; participation in prayer, personal spiritual development, and communal worship; solid catechesis; opportunities for personal growth and maturity among the youth; enrichment of family life, especially of the relationship between the youth and their parents.
- Aids the DYM in recruiting and selecting adult volunteers to form many "youth groupings" within the parish. Serves as primary coordinator for all adult volunteers connected with Youth Ministry.
- Assist the DYM in organizing the youth program. This includes planning, preparing and advertising, coordinating chaperones and transportation as needed, distributing and collecting permission forms, and maintain registrations.
- Works with parents to assist them in their role of being the main catechist to their children.
- In collaboration with the DYM and the DRE, develops and coordinates activities and experiences to provide continuity between the formal religious education program for junior high-aged students and the youth ministry for high school teens.
- Articulates a vision of catechesis and the catechetical process based on the major catechetical documents of the Church.
- Assists in maintaining the annual youth ministry budget; monitors the purchasing, storage, and distribution of educational and other resources.
- Assists the DYM in a comprehensive annual evaluation of the program.
- Maintains an understanding of current Catholic theology and reviews professional materials and literature in order to keep parish personnel, parish committees, volunteers, and parents informed as necessary; acts as a consultant to the DYM and parish.
- Acts as the main liaison between the parish and the Catholic Diocese of Arlington Office of Youth Ministry; ensures adherence to the policies of the Diocese in all youth ministry activities; makes diocesan youth programs available to the parish.

RESPONSIBILITIES/DEMANDS:

- Supervision Received
 - Report directly to the DYM
 - Report indirectly to the Pastor
- Schedule
 - Work a total of 12-15 hours a week.
 - Work a minimum of 4 hours on most Sundays, generally in the evenings.
 - Work a minimum of 4 hours a week on administrative work (emails, phone calls, paperwork, etc.)

- Physical Demands/Working Environment
 - While performing the duties of this job, required to have ordinary ambulatory skills sufficient to visit other locations; ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weight of 10 – 50 pounds.
 - Requires good hand-eye coordination, arm, hand, and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read.
 - Frequently required to sit, hear, talk and use repetitive motion of the hands/wrists.
 - Work performed in and out of the office setting.
 - Required to travel, including locations throughout the diocese and, infrequently, other parts of the country or other countries.

- Emotional Demands
 - Able to develop relationships with teens and adults that both foster trust while maintaining appropriate boundaries.
 - Must be able to maintain objectivity and clarity of thought when assisting a youth in crisis.

QUALIFICATIONS:

- Knowledge/Skills:
 - Must be a fully-initiated and practicing Catholic, able to participate in the full sacramental life of the Church and with a commitment to live a life that gives witness to the joy of a relationship with Jesus Christ.
 - Sound knowledge and understanding of Catholic Church theology, history, structure and hierarchy.
 - Hands-on understanding of catechesis and evangelization with the ability to articulate and teach the Catholic faith in a compelling manner.
 - Sensitivity to controversial issues and ability to respond in accordance with Church teaching.
 - Ability to articulate ideas clearly, concisely, professionally, and respectfully both orally and in writing.
 - Demonstrated facilitation and presentation skills.
 - An active listener with the ability to work collaboratively with parents and children, foster teamwork, and address conflict as it arises.
 - Ability to apply critical thinking to solve problems.
 - Strong organizational skills, including time management, planning, and delegation
 - Ability to use social media and social networking for safe communication with students and adults.

- Experience/Education:
 - Bachelor's degree in Theology or Religious Education or equivalent education and/or experience preferred.
 - Experience in working with youth in a parish setting and active membership in a faith community of the Roman Catholic Church in the Arlington diocese required; three years of experience preferred.
 - Prior experience working with finances and recruiting and/or managing volunteers preferred.
 - Valid driver's license must be maintained at all times.
 - CDL, or ability to acquire a CDL, preferred.

TO APPLY:

If you would like to pursue this position, please submit the following to:

ParochialVicar@stphilipparish.com

- Resume
- Cover letter (explaining why you desire to work with Youth in the Catholic Church)
- 3 references