

Job Description  
Coordinator of Youth Ministry,

The Coordinator of Youth Ministry (CYM) is a full time, salaried member of the pastoral staffs of St. Boniface's, St. James's, St. John's, and St. Mary's. The CYM is accountable to the Marquette Board of Education.

Responsibilities include, but are not limited to,

1. Identify the spiritual, emotional, intellectual, and physical needs of the youth in light of the eight components of youth ministry as outlined in the Bishop's document, *Renewing the Vision of Youth Ministry*. Interpret those needs to the pastoral team/school administration and the local parish/school communities and advocate for the needs of the youth.
2. Creating a welcoming "church environment" to enable the students to truly understand and experience what church community means. Be present (at reasonable and prudent times) to the students when they need someone to talk to or a place to get away for a while.
3. Recruit and train adult volunteers to help with the youth ministry programs, events, and sacramental preparation. Be sure all necessary training is finished and all forms are filled out and filed in light of "Protecting God's Children" and diocesan policies.
4. Help parents, both formally and informally, as they seek to deal with the issues of adolescence in the lives of their young people.
5. Cooperate with members of the local pastoral teams/school administration in coordinating multi-parish and Marquette programs.
6. Coordinate the sacramental preparation of confirmation for the freshmen of St. James', St. John's, and St. Mary's each year and the freshmen/sophomores of St. Boniface's every other year. This includes, but is not limited to, formal religious education, community building, and service projects.
7. Plan monthly youth activities in an effort to form a Catholic identity and bond between the four parishes and seven school systems in our combined parish program. Incorporate prayer services, service projects, community activities and fun into these monthly activities.
8. Communicate with students, parents, and other parishioners through letters, phone calls, parish bulletins, and monthly event calendars.
9. Facilitate student participation in Diocesan programs such as Youth Rally in October of each year, National Catholic Youth Conference every other year, Diocesan Youth Ministry Committee, and retreat programs such as Quest, Teens Encounter Christ, Christ in Others, Catholics in Action service retreat, Christian, Leadership Institute, etc:
10. Coordinate fundraising activities to give the students personal ownership of their projects and to allow them to be involved without being a financial burden for their families with the permission of the Marquette Board of Education.
11. Attend parish staff meetings, deanery catechetical meetings, and diocesan youth ministry meetings.
12. Complete all legal permission slips, medical forms, driver's insurance forms, etc.
13. Maintain a budget for the youth ministry program in cooperation with the Marquette Board of Education.
14. Maintain an organized office with a consciousness for church property and environment.