

**Job Description:**  
**Parish Youth & Young Adult Ministry Coordinator**  
St. Joseph's Parish, Langley

**Summary:** The parish Youth & Young Adult Ministry Coordinator plans and oversees parish youth & young adult ministry efforts and is responsible for coordinating and facilitating other resources directed towards youth ministry. St. Joseph's has a currently thriving youth & young adult ministry that needs an innovative, committed, organized, and passionate person to foster its growth and depth. The vision of our Youth & Young Adult Ministry is to bring the loving presence of Jesus to the lives of our young people, and invite them to grow in the abundant life of the Church.

**Accountable to:** Pastor, Fr. Lawrence Donnelly

**Qualifications:**

- Active Roman Catholic; faithful to the Magisterium of the Church
- Passionate about effectively leading young people to Christ
- Organizational skills: ability to design, implement and evaluate an effective plan of action;
- Communication/instructional skills: strong written and oral skills and the ability to teach groups of adults and youth;
- Facilitation skills: ability to work with committees and parish staff;
- Human resource skills: ability and personality to recruit, select, train, motivate and evaluate volunteers;
- Formal education in the Catholic faith and a commitment to ongoing formation
- Experience in youth ministry, and a commitment to ongoing formation
- Proficiency in computer skills and social media communications
- Ability to manage & fundraise youth ministry budget
- Successful Police Check with Vulnerable Sector Search required prior to start of employment
- Adherence to the Archdiocesan Safe Environment Policy and procedures

**Responsibilities:**

**1. Youth Ministry Outreach & Programming**

Along with volunteer Core Teams:

- Be a living witness of discipleship to youth & young adults in our community through relational ministry, mentorship, and example of faith.
- Implement the "comprehensive vision of youth ministry" using Life Teen resources as recommended by the Office of Youth and Young Adult Ministry;
- Sustain and grow current youth ministry communities for Edge (grades 6-7), Life Teen (grades 8-12), Senior Youth (grades 11 & 12), and young adults,
- Regularly assess the real needs of the young people of the parish;
- Coordinate and foster development of existing parish youth ministries - ensuring they are effectively meeting real needs;

- Develop new youth programs to meet determined needs;
- Attend/participate in archdiocesan youth ministry events as appropriate.

## **2. Communication and Liaising**

- Work closely with the pastor and parish Leadership Team in facilitating communication with all parishioners and parish ministries;
- Regular correspondence with other parish groups as ministry heads (e.g. PREP Coordinator, Knights of Columbus, Catholic Women's League, etc.) as necessary;
- Communicate and collaborate with school principals, chaplains, and teachers, and deanery parish youth ministers;
- Make pastoral visits to elementary and high schools;
- Direct and regular correspondence with the archdiocesan Office of Youth and Young Adult Ministry.

## **3. Human Resource Management**

- Recruit and train a core team of leaders to assist in the planning and implementation of parish youth & young adult ministry;
- Provide support and motivation to all parish youth ministry leaders;
- Evaluate youth ministry leaders on a regular basis.

## **4. Professional Development**

- Pursue, through in-service training, the level of competency recommended by the Office of Youth and Young Adult Ministry as appropriate for a parish youth ministry coordinator.

**Interested candidates should submit a resume via e-mail by June 27th to Sherri:  
vancole@shaw.ca**