

ST. MARY CATHOLIC CHURCH

Position title: Youth / Young Adult Minister

Opening date: June 20, 2024

Closing date: When filled.

Location of Job: St. Mary Catholic Church

Location Address: 1062 Charnelton St., Eugene OR 97401

Position: ¾ - Full-time, Exempt, Benefits Eligible, Salary DOE.

GENERAL STATEMENT OF DUTIES:

To foster the total personal and spiritual growth of young people, to empower them to live as disciples of Jesus Christ in today's world, and to draw them into responsible participation in the life, mission, and work of the Catholic faith community. Provides leadership in the design, implementation, and evaluation of the youth ministry program for youth and young adults within the church community. Coordinates the spiritual, educational, ministerial, and social activities of youth and young adults within the Church community.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Functions as integral member of the parish staff. Works with the Pastor and with other staff members to integrate youth and young adults into active participation in parish life.
2. Responsible for the planning, implementation, and evaluation of a parish program for youth and young adults that is consistent with the parish mission statement and involves opportunities for spiritual, service, and social activities with emphasis on faith formation. Plans and organizes liturgical celebrations, service projects, retreats, and social functions for the program participants.
3. Coordinates and maintains a calendar of program activities with the calendars of the parish, vicariate and archdiocese.
4. Recruits and trains adult volunteers to help with these programs and to assist as catechists in the faith formation of young adolescents in Jr. High, High School, and young adults. Selects and trains youth as leaders and peer ministers for the youth program. Provides for the faith formation of all volunteers.
5. Prepares and submits an annual youth ministry budget that is consistent with the planned programs to the Pastor for approval. Monitors expenditures against the approved budget and organizes fund raising events as needed to help supplement the cost of program activities/events.

6. Collaborates in developing a structured religious education program. Promotes active youth participation within parish liturgical life.
7. Plans, develops, and leads confirmation program, and secures necessary texts and materials. Observes national and archdiocesan guidelines regarding youth ministry and religious education policies.
8. Keeps parents informed as to program mission and activities and should look for opportunities to invite them to become involved in the program.
9. Networks with youth and young adult ministers in vicariate, region, and archdiocese to plan combined events and share resources.
10. Participates in Archdiocesan opportunities for developing youth ministry skills. Attends Archdiocesan youth events with parish youth. Tends to their own spiritual growth through prayer life and retreats.
11. Keeps records of permission slips and other necessary paperwork. Tracks own hours of work. Maintains a strict level of confidentiality on all matters relating to parish business.

JOB SCOPE:

Position encounters new and varied work situations frequently. Incumbent determines own practices and procedures and contributes to the development of new concepts. Position operates independently with minimal supervision. Improper individual actions could result in delays and errors in paperwork and interactions, as well as poor public relations. Contacts are usually made with others both inside and outside the parish. Contact may be made by own initiative, or by supervisor request, and sometimes contain confidential/sensitive matters.

SPECIFIC JOB SKILLS:

Proven ability in organizational and communications skills and an understanding of adolescent faith development. Must be able to prioritize workload to meet program requirements. Ability to work both independently and as a member of a pastoral team. Must be flexible, creative, and responsible.

EDUCATION AND/OR EXPERIENCE:

Practical experience working with youth. Demonstrated commitment to youth (grades 6-12) and ability to work with them and their families. Certification for Youth Ministry from the Archdiocese or equivalent education preferred, and/or degree in Pastoral ministry (theology), and/or two to four years of experience with youth programs in a parish preferred. Practicing Catholic required. Bilingual in Spanish preferred. Valid driver's license required. Current CPR and/or First Aid card preferred.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, run, talk, reach, sit, finger, hear, handle, and perform various motions of the hands/wrists. Lifts and moves items up to 20 pounds.

WORKING ENVIRONMENT: Work is normally performed in an office, youth room, classroom, liturgical or recreational setting. Employee will be required to attend scheduled evening and weekend meetings and functions. This position requires flexible work scheduling to properly administer the program.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISES: Program volunteers

Send resume and cover letter to Rev. Ronald Nelson at rnelson@stmaryeugene.com to apply.