

**Associate Director of Youth Ministry
St. Helen Catholic Church**

The Associate Director of Youth Ministry is responsible for bringing about Comprehensive Youth Ministry in light of our mission to bring youth into communion and intimacy with Jesus Christ. The Associate Director is responsible for planning and coordinating the Systematic Catechetical Youth Ministry Program for 6th-8th grades as well as all Special Events for 6th-12th grades. This includes retreats, camps, and conferences for both Junior High and High School. The Associate Director is also responsible for assisting the Director of Youth Ministry in helping to develop and implement new programs offered by the Archdiocese and/or created at Saint Helen and will assist in all office duties as well as training and working with volunteers and other staff at Saint Helen Catholic Church. This is a full time position and therefore would require 40 hours per week.

Working Relationships:

1. Accountable to the Pastor and Parochial Vicar and functions as part of the Parish Pastoral Staff.
2. Responsible to the Director of Youth Ministry for budget, time sheets, and scheduling events and programs.
3. Supervised in catechetical programming by the Director of Youth Ministry.
4. Works closely with the Liturgy Department when scheduling liturgical services.
5. Maintains contact with the Archdiocesan Office of Adolescent Catechesis and Evangelization and the Office of Worship, gains familiarity with Archdiocesan policies and guidelines, and attends Archdiocesan meetings.
6. Works in concert with heads of ministry, clergy, staff, and parish council.

Pastoral Staff Responsibilities:

1. Maintains communication with the Pastor and other staff members.
2. Attends Youth Ministry staff meetings and events.
3. Acts as staff resource person on issues relating to Youth Ministry, and specifically Adolescent Confirmation Preparation.

Administrative Responsibilities:

6th-8th Grade Systematic Catechesis

1. Plans, coordinates, facilitates, and evaluates all programs, classes, retreats, parent meetings, and special events for 6th-8th grade Systematic Catechesis in both English and Spanish.
2. Communicates clearly with the Liturgy Department regarding all liturgies.
2. In collaboration with the Director of Youth Ministry, plans and monitors a budget for 6th-8th grade Systematic Catechesis and 6th-12th grade Special Events.
3. Recruits, trains, and supervises all catechists involved in the program.
4. Arranges for every catechist to be knowledgeable about the Archdiocesan Ethics and Personal Conduct Policy, Volunteer Code of Conduct, and to assure that the signed documents are maintained.
5. Arranges for every driver for all events to be in compliance with the Archdiocesan Fleet Policy, and to maintain the necessary documents.
6. Maintains a working inventory of resources, including textbooks, teacher's manuals, resource books, and supplies.
7. Offers sufficient training and referral resources to prepare youth with special needs.
8. Maintains accurate records of attendance and registration.
9. Collaborates with the parents of the youth in the preparation process and intentionally strives to serve the spiritual needs and foster the conversion of the family as a whole.

6th-12th Grade Special Events

1. Coordinates our parish's participation in the Archdiocesan Youth Conference and Junior High Youth Rally.
2. Collects registration forms, fees, arranges transportation, room assignments, meals, and recruits chaperones.
3. Plans the fundraising activities to help youth pay the registration fees.
4. Attends Archdiocesan meetings that are associated with the conference.
5. Plans, coordinates, facilitates, and evaluates all Junior High and High School retreats as part of the Systematic Catechetical Program. This includes all the necessary paperwork and logistics required for the events.
6. Assists the Director of Youth Ministry with the Confirmation Retreat and helps as needed with necessary paperwork.

CONTINUING PROFESSIONAL DEVELOPMENT

Attends all Archdiocesan Professional Growth Days and Certification Programs
Attends the Annual Archdiocesan Youth Ministers' Retreat "Sanctus Renovo"

Level 1

Required formation for the new Coordinator of Youth Ministry, Assistant Coordinator, and Adult Volunteers

❖ ***During the first year:***

- *Protecting God's Children for Adults* and participation in VIRTUS online
- Basic Certificate in Youth Ministry (renewal every 3 years)
- Retreat Formation (renewal every 5 years)

❖ ***Before or during the third year:***

- Formation Towards Christian Ministry
- Sexuality Catechesis

Level 2

Intermediate formation for the CYM with 3 or more years of parish experience:

- ❖ Full Catechist Certification
- ❖ Youth Ministry Leadership Institute
 - Skills Formation
 - Theology Formation

Additional formation opportunities available to youth ministry personnel

- ❖ Professional growth days
- ❖ Adult formation workshops available at the Region X Conference, National Conference on Catholic Youth Ministry, and National Catholic Youth Conference
- ❖ Check with area colleges for courses and seminars available in the areas of competency for those who minister with youth

To Apply:

Please send your resume and a cover letter to Brittany Garcia, Director of Youth Ministry, at brittany@sthelenchurch.org.