

Job Description — Youth and Young Adult Minister

Parish:	Our Lady of Mount Carmel
Department:	Faith Formation
FLSA Status:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

Job Title:	Youth and Young Adult Minister
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Work Schedule:	40 hours a week Requires a flexible and variable schedule, including evenings and weekends.
Reports to:	Faith Formation Director

QUALIFICATIONS:

EDUCATION:	<ul style="list-style-type: none"> ▪ B.A. in Religious Education, Education, Catechetics, Theology, Youth Ministry or related field preferred.
EXPERIENCE:	<ul style="list-style-type: none"> ▪ One to two years' experience in related field preferred.
KNOWLEDGE/SKILLS:	<ul style="list-style-type: none"> ▪ Knowledge of how to assist youth and young adults to grow in their Catholic faith. ▪ Strong organizational and communication skills with attention to detail. ▪ Comfort and confidence speaking to a group of children and/or parents. ▪ The capacity to work both independently and in a team environment. ▪ The ability to prioritize work according to milestones and deadlines. ▪ Proficiency in Microsoft Word, Excel, Outlook, and Gmail.

SUMMARY OF JOB:	The Youth and Young Adult Minister is responsible for organizing and implementing programs that support the formation of adolescents and young adults of the parish. This role recruits and empowers all to engage in their faith and to serve others.
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Job Description — Youth and Young Adult Minister

ESSENTIAL DUTIES:	<ul style="list-style-type: none"><input type="checkbox"/> Runs weekly youth groups.<input type="checkbox"/> Builds relationships with parents and keeps them informed of ongoing activities.<input type="checkbox"/> Plans, schedules, and leads an annual retreat for teens focusing on spiritual growth.<input type="checkbox"/> Leads a summer service mission trip.<input type="checkbox"/> Leads the yearly CYO musical and sports team and fundraising efforts for all CYO activities.<input type="checkbox"/> Runs a weekly young adult group.<input type="checkbox"/> Advertises, plans, and organizes several yearly events for young adults.<input type="checkbox"/> Creates or acquires other programs reflecting the components of youth ministry as needed.<input type="checkbox"/> Works in collaboration with Faith Formation and other departments as needed.<input type="checkbox"/> Works with the Safe Environment Coordinator on volunteer compliance.<input type="checkbox"/> Oversees the Confirmation process for 8th graders.
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OTHER DUTIES:	Performs other tasks related to the position described as directed by the supervisor.
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Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Please send resume and three references to:

Ann Ferguson, 800 Avila Ct. Pittsburgh, PA 15237 aferguson@mountcarmelpgh.org
412-367-9001 ext: 503

Youth and Young Adult Minister —Work Context & Skills Checklists

<p>Work Context:</p>	<p><i>Job requires:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Achievement — being responsible for outcomes and results. <input type="checkbox"/> Attention to Detail — being careful about detail and thorough in completing tasks. <input type="checkbox"/> Confidentiality — keeping sensitive information in confidence, not divulging classified information regarding staff, parishioners, vendors, etc. <input type="checkbox"/> Cooperation — working cooperatively with others (staff, vendors, volunteers, parishioners). <input type="checkbox"/> Dependability — being reliable, responsible, and dependable, and fulfilling obligations. <input type="checkbox"/> Flexibility — adjusting to meet new or changing priorities. <input type="checkbox"/> Independence — guiding oneself with little or no supervision and depending on oneself to get things done and meet deadlines. <input type="checkbox"/> Initiative — a willingness to take on responsibilities and challenges. <input type="checkbox"/> Integrity — being honest and ethical. <input type="checkbox"/> Self-Control — maintaining composure, dealing calmly and effectively with stress and the emotions of others.
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<p>General Skills:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. <input type="checkbox"/> Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems. <input type="checkbox"/> Persuasion — Positively influencing the thinking of other to foster shared understanding and common endeavors. <input type="checkbox"/> Problem Sensitivity — Telling when something is wrong or is likely to go wrong; recognizing there is a problem. <input type="checkbox"/> Service Orientation — Looking actively for ways to help people. <input type="checkbox"/> Time Management — Managing one's own time to meet deadlines. <input type="checkbox"/> Training — The ability to design curriculum and teach individuals and groups. <input type="checkbox"/> Written Expression — Communicating information and ideas in writing so others will understand.
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