

Seeking Part Time Youth and Family Ministry Coordinator

St. George's Parish is looking for someone to provide enthusiastic leadership and support to its ministry for youth and (young) families. The parish has a youth group and programs for sacramental prep and family events but would like to develop and substantially grow its ministry for this demographic. Ideal candidates will show vibrant faith in Christ, commitment to the Church, and must enjoy working with young adults, youth and children. More info can be found on www.saintgeorges.ca.

Previous experience with similar ministries is preferred. Salary will depend on experience and qualification. Expected 15-20 hours per week, starting 1 May 2017.

Please provide cover letter, resume, three references (including one from a pastor) by 10 March 2017.

Contact: Steve Downey, parish manager, info@saintgeorges.ca.

Position Description

Position Title: Coordinator of Youth and Family Ministry
Participant Group: Children, Youth and Families (aged 3-35)
Length of Term/Appointment: Yearly Contract, renewable (4 month trial period)
Goals of the Position: <ul style="list-style-type: none">• To evangelize young people and families within St George's parish.• To establish and maintain an active Youth Ministry Program.• To form the young people as faithful and active Catholics.• To form leaders in Church and society.
Activities and Tasks Associated with the Position: <p><i>1. Essential Aspects for a successful Youth Ministry.</i></p> <ul style="list-style-type: none">• Offer evangelizing and apostolic activities for youth and young adults.• Help develop and execute a new preparation program for confirmation candidates, designed to involve their parents/guardians.• Develop, coordinate and implement a Youth Program that forms members into integral leaders in the Church and society. The program will include activities that form members humanly, spiritually, apostolically and intellectually.• Encourage members to receive Confession and Holy Communion on a regular basis.• Recruit new youth and seek ways to organize activities that will attract new members to the group.

- Develop, coordinate, staff and run activities for spiritual development, as well as service projects and fundraising projects.
- Address behaviour/discipline issues as needed. For example, if the Coordinator recognizes a particular issue with a young person, the Coordinator is responsible for addressing such issue(s) by directing the young person to the proper resource(s) for help.
- Provide on-going training for team leaders and other volunteers.
- Develop and maintain a budget.
- Order and maintain supplies.

2. *Communication and Team Work*

- Develop and maintain a network list and personal relationships with youth and young adult participants through phone calls, email, social media etc.
- When needed, execute Assessment of Parish Youth Ministry's needs/desires.
- Develop and maintain good relations with Parish's Feeder Schools.
- Attend Diocesan meetings that pertain to the actual work in Youth Ministry.
- Contribute to parish website, bulletin, and social media.
- Report to Pastor regularly and, when appropriate, to Parish Council.

3. *Practical Organization*

- Network with Diocesan and Parish Groups/Ministries.
- Book facilities for youth activities.
- Ensure that safety procedures are in place and carried out for all youth events/activities.
- Perform clerical work/administrative duties such as filing, replying to phone inquiries, etc.
- Coordinate Youth/Young Adult Groups.
- Recruit, train, support, evaluate and supervise volunteer leaders.
- Provide resources for Youth Group Coordinators and Leaders.
- Coordinate liturgical activities for youth, with appropriate collaboration with music ministers.
- Organize and oversee preparations for major events like World Youth Day
- Participate in ongoing Professional Development & Training

Boundaries and Limits of the Position (Responsible Ministry/Safe Environment):

Most interaction with the youth takes place in public places with other adults present, however some contact is one on one. All one on one contact must be in a visible location, or in a room with a window on the door so that all participants may be visible. Boundaries, in general, should be maintained in accordance with the Archdiocese of Ottawa's Pastoral Code of Conduct. Access to church property is allowed and a master key is given with the permission of the Parish Priest.

Skills/ Experience/ Qualifications:

- Post-secondary education in the field of Religious Studies or Theology preferred.
- Certificate of Youth Ministry Studies required.
- Minimum 3 years experience in Parish based Youth Ministry expected.

<ul style="list-style-type: none"> • Some experience in Pastoral Care/Spiritual Direction and/or counselling is preferred. • Understanding of adolescent development is key. • Willingness to participate in ongoing professional development training. • This individual must be a practicing Catholic who upholds the teachings of the Catholic Church and becomes a member of St George's Parish.
<p>Personal Traits Needed/ Desired: A mature individual capable of working, relating and communicating well with youth and adults alike.</p>
<p>Orientation/ Training Available: The Diocese may provide a course to obtain one's Canadian Certificate in Youth Ministry Studies.</p>
<p>Support/ Supervision/ Evaluation: The Coordinator of Youth Ministry reports directly to the Parish Priest or his designate. Evaluation to be determined on a case-by-case basis by the Pastor.</p>
<p>Working Conditions: A small office space is available at the Parish for the Coordinator of Youth Ministry. The Coordinator may occasionally work from home because of better access to computers and supplies. The Coordinator will also work within the church, parish hall and office.</p>
<p>Benefits: There are no health benefits available, as this is a contract basis position. Personal benefits include the satisfaction of seeing and being a part of the spiritual growth of youth and young adults.</p>
<p>Level of Sensitivity Low _____ Medium _____ High <u> √ </u> .</p> <p>The high rating is based on the recommendation of the Responsible Ministry Team and the Parish Council.</p>
<p>Screening Measures:</p> <ul style="list-style-type: none"> • conduct a reference check. • request a Police Record Check. • conduct a personal interview by the Interview Team. • sign Archdiocesan Code of Conduct.