

Holy Family Parish
Re: Youth Ministry Coordinator Job Opening

*1021 McCarthy Blvd. N.
 Regina, SK S4X 3P9
www.holyfamilyregina.com*

Holy Family is a growing Roman Catholic parish located in Regina, Saskatchewan, Canada. The parish has a long history of strong youth ministry programs and is currently looking for a full-time youth coordinator to be hired for the fall. Interested applicants should send their resume to Fr. Carlos Jimenez at carlos@holyfamilyregina.com or drop off in person to Holy Family Parish. **Application Deadline is July 15th, 2016.**

Position	Youth Ministry Coordinator
Accountability	Pastor
Purpose	<p>The Youth Ministry Coordinator aims to develop leadership skills, foster community, cultivate a stronger sense of justice, and build self-confidence and spiritual maturity among the parish's youth.</p> <p>The Youth Ministry Coordinator is responsible for the implementation of youth programs and services at the parish that promote the pastoral plan of the parish and ensures a good balance between faith development, social events and outreach activities.</p>
Participant Group	Youth of the parish
Activities and Responsibilities	<ul style="list-style-type: none"> ✓ Recruits and supports adult and youth leaders in youth ministry ✓ Ensures that leaders working with youth/children have completed the Parish Protocol Screening ✓ Works with the Pastor to develop and promote spiritual formation of our youth as well as liturgical celebration opportunities with youth participation ✓ Coordinates activities that involve the youth within our parish that are spiritual as well as recreational ✓ Organizes the youth of the parish to participate in service projects within the community ✓ Provides the necessary theological resources to support and aid the spiritual formation of Holy Family's youth ✓ Provides Sacramental preparation for youth grade 6 and up in conjunction with the Pastoral Assistant ✓ Plans continuous as well as annual type events 12 months of the year (examples of summer camps/events such as VBS for children) ✓ Is responsible for the publicity and promotion of youth events ✓ Plans and attends youth ministry events at our parish ✓ Liaises with the Archdioceses' youth coordinator and other parish youth ministers ✓ Establishes a collaborative relationship with members of the Holy Family staff and pastoral council youth representative

Skills and Qualifications	<ul style="list-style-type: none"> ✓ Must be at least 18 years of age ✓ Baptized and practicing Catholic ✓ Willing to be active and known in our church community ✓ Have good knowledge of our Catholic faith and the ability to share it in a creative way ✓ Ability to guide youth to the proper assistance when necessary ✓ Has the ability to motivate, enable and engage as well as mentor youth ✓ Great organizational, presentation, interpersonal and communication skills ✓ Strong leadership skills ✓ Willingness to participate in professional development OR willingness to pursue a youth ministry certification program ✓ Ability to facilitate meetings and group functions ✓ Ability to work independently ✓ Must provide criminal record check
Time Commitment	40 hours per week (the youth minister has the ability to set their own hours based on planned events and is responsible for their own time tracking)
Duration	Permanent, Full time
Support	Provided by pastor as well as chance for training by attending appropriate workshops and seminars
Supervision	Pastor
Evaluation	Reviewed Annually
Position Level	High Trust
Salary	Starting at \$16.50-\$18.00 per hour dependent on training and experience Archdiocesan group benefits package 3 weeks' vacation, paid out at a rate of 5.77% monthly
Screening Process	<ul style="list-style-type: none"> Receive a position description Submit Resume Interview Reference checks Provide a criminal record check Receive guidelines, training, and orientation First evaluation following a 3-month probationary term

Current programming offered by Holy Family's Youth Ministry Coordinator:

1. LIFT – Weekly youth group for grade 9 to 12
2. EDGE – Weekly youth group for grade 6 to 8
3. VBS – Week long summer day camp for kindergarten to grade 5
4. School Visits – includes working with teachers on special projects and/or presentations, leading faith based retreats and being a parish connection/liaison.
5. Mass – Creating greater youth participation and connecting them into various ministries.
6. Camps – encouraging youth to attend various camps such as the VBS, the Diocese leadership camps, or IGNITE SK.
7. Source – Monthly high school event with a meal, talk, and Eucharistic Adoration. Hosted in conjunction with other local parishes. Also responsible for training the Source Core Leadership Team.
8. Social Media – Maintain Facebook pages, youth section of parish webpage, and email
9. Various other activities on an ongoing basis