Anaconda Catholic Community
Position Description

Position Title: **DIRECTOR OF YOUTH GRADES K-12 AND YOUNG ADULT MINISTRY**

Reports to: **Pastor**

Classification: **Full-time (12 months) with benefits**

Created/Updated:

Wage:

Position Summary:

The Director of Youth (Grades K–12) & Young Adult Ministry is a full-time, benefit eligible church leadership role reporting to the Pastor. The position focuses on guiding youth and young adults in their faith through education, evangelization, and community-building. Responsibilities include developing catechetical programs, fostering spiritual growth, encouraging participation in the sacramental life, and building strong, compassionate relationships within the parish. The role also requires strong communication skills and openness to modern approaches such as virtual engagement.

If qualified, the director may additionally oversee and coordinate the church's music ministry. This includes weekly gatherings and monthly/seasonal activities.

Requirements:

Incumbent must have a solid background in Catholic theology with experience in youth ministry and/or religious education. The incumbent must be a practicing Catholic and an active member of a Catholic parish. The incumbent should have excellent organizational skills and be an effective communicator with youth and adults. The person must have the ability to work evenings and weekends.

Bachelor's degree and/or two years of youth ministry experience (active pursuit of Bachelor's degree is highly encouraged). Certificate in Youth Ministry is preferred. If not certified, work towards certification is encouraged.

Core Responsibilities:

- Advocate for the comprehensive vision of youth ministry, based on the 2005 USCCB document *General Directory for Catechists* and the 1997 USCCB document *Renewing the Vision*.
- Create, sustain and develop weekly ministry opportunities for high school youth from September through May.
- Coordinate and hold annual rallies or retreats for high school youth.
- Attend and participate in the annual CYC and NCYC conventions.
- Attend and participate in the annual Diocese of Helena Justice Outreach Project.
- Foster the involvement of high school youth in the liturgical life of the parish and its celebrations.
- Provide service opportunities for youth within the parish and community.
- Maintains regular communication with youth, youths' families, and parish community through the bulletin and other appropriate tools.

- Develops youth program budget in cooperation with the pastor and/or other parish staff or finance council.
- Responsible for and direct the Confirmation Program for high school seniors including overseeing and/or coordinating confirmation retreats.
- Provide and/or coordinate and administer young adult catechetical programs within the parish in dialogue with the pastor.
- Provide young adult bible study opportunities in dialogue with the pastor.
- Coordinate catechists and volunteers for grades K-12 within the parish and the Diocese.
- Ensure that all catechists and volunteers have been instructed and are in compliance with Virtus/Safe Environment requirements of the Diocese of Helena.
- Engage in ongoing professional formation by keeping informed of trends in youth ministry and theology and participation in diocesan workshops and seminars.

Administrative Responsibilities:

- Participate in staff planning.
- Regularly report to staff about job related activities and/or events.
- Be a resource person to parish staff on issues related to youth and faith formation.
- Serve as a liaison with the pastor, parish staff, and parish council.
- Recommend to pastoral/finance council chairpersons items to be included on council meeting agendas.
- Identify issues requiring the formulation of parish policy.
- Record Confirmation records in the Sacramental registry.
- Notify parishes of baptism of sacramental records of Confirmation.
- Keep attendance and teaching records of all classes for grades K-12.
- Provide Diocese with records of all classes and activities as requested.

The job description is intended to describe the normal level of work required by the person performing the work. The principle duties outlined are the essential responsibilities and duties. Other duties may be assigned as needs arise, or as required. This description is not intended as a contract and is subject to change. Any written contractual agreements supersede this job description. All requirements may be modified to reasonably accommodate physically or mentally challenged staff members.

Signatures:

Employee: _____ Date: _____
Pastor: _____ Date: _____