

JOB POSTING *for* Family & Youth Ministry Coordinator All Saints Parish – Lethbridge

REPORTS TO

Pastor

OVERVIEW

The Family & Youth Ministry Coordinator (FYMC) is a specialized Minister responsible for coordinating and directing the response of the Christian Community to the needs of young people and their families, fostering their development as Catholic Christians and drawing them into responsible participation in the life, mission and ministry of the Church.

Youth Ministry aims to develop leadership skills, foster community, cultivate a stronger sense of justice, build self-confidence and promote spiritual maturity among the parish's youth. Under the direction of the Pastor and the Family & Youth Ministry Advisory Team, the Coordinator is responsible for the implementation of youth programs and services at the parish. They minister directly to the youth of the parish by leading sessions and events. The FYMC will minister in collaboration with the Pastor and volunteers to the needs of youth in grades 7 through 12 and their families at All Saints parish.

The FYMC will work as part of a collaborative pastoral team to assist the Pastor in all aspects of leading and directing within their area of ministry according to the vision and goals of the Diocese.

RESPONSIBILITIES

Primary

- Youth Groups (Intentional and frequent gathering of Youth)
- School (classroom) Ministry – communicates and collaborates with schools inside the parish boundaries and makes pastoral visits to the schools, establishing outreach initiatives geared to high school youth.
- Works with the Pastor to assess and prioritize the needs of youth and families, both registered in the Parish as well as those not registered
- Implements experiential and catechistically based family and youth programs rooted in the Gospel, along with appropriately trained volunteers
- Develops programs for youth that focus on evangelization, fun and faith and strengthening the parish community
- Is present, as often as possible, when the parish gathers in order to be visible and available to parishioners, build relationships, and foster effective communication.
- Recruiting, training and assisting volunteers for youth programs

Specific Requirements:

- Maintains an up to date contact list of youth and families involved in the Parish.
- Collaborates with the Pastor to plan prayer and liturgical celebrations for youth.
- Is present for and coordinates/oversees all Family & Youth Ministry events at the parish.

- Invites and motivates parish youth and families to attend and participate in events.
- Assists with youth retreats, faith sharing opportunities and youth formation.
- Facilitates the development of community among youth, their families, their parish and the local community.
- Coordinates the leading of prayer and reflection at youth events.
- Organizes the youth of the parish to participate in service projects within the community.
- Serves as an advocate for the needs of youth and families with other parish groups and the wider community.
- Supports families in promoting healthy adolescent development and faith growth.
- Provides catechetical formation, faith sharing and small group reflection.
- Through established networks, refers youth to appropriate counselling and resource programs.
- Brings to the attention of the Pastor any matters related to the needs of the youth or their families.
- Makes recommendations for resource materials, referring agencies, budget and facility usage regarding Family & Youth Ministry to the Pastor.
- Liaises with the Pastoral Ministry office at the Catholic Pastoral Centre and other parish Family & Youth Ministry Coordinators.
- In conjunction with the Pastor maintains awareness and implements any new Diocesan directives as it relates to Family & Youth Ministry.
- Is available for meetings and training on both the parish and diocesan levels.
- Other duties: this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice to meet the needs of the parish, the Diocese or those individuals participating in the program.

QUALIFICATIONS – Education & Experience

- Two years of youth ministry, religious studies, and/or related experience preferred
- Must be at least 21 years of age as required under our Safe Environment Program due to working with minors and vulnerable persons in the role
- Working knowledge of Life Teen programs would be an asset

QUALIFICATIONS – Knowledge, Skills, Abilities

- Listens and communicates effectively and sensitively with youth and their families
- Works independently in a varied and diverse environment and as a member of a team
- Must be able to work flexible hours including evenings and weekends
- Have a valid driver's license
- Advanced knowledge of Microsoft Word, Excel and PowerPoint
- Superior organizational skills, with the ability to set priorities, follow-up and meet deadlines
- Able to convene, manage and direct groups
- Able to recruit, motivate and enable volunteer leaders through appropriate training
- Relational skills, friendly personality, loves young people and easily connects with students and parents
- Possesses a strong interest in developing healthy relationships with teens
- Able to negotiate tense or sensitive situations and resolve conflict
- Good facilitation skills and the ability to instruct groups of all ages
- High attention to detail and accuracy

- Ability to communicate effectively both oral and written with proficiency and creative technical skills for the implementation of communications, social media messaging, website updates and other virtual platforms (i.e. Facebook, Instagram)
- Display integrity, tact and good judgement in resolving problems and answering inquiries
- Ability to work independently in a varied and diverse environment and as a member of a team
- High degree of initiative and self-motivation
- Must be able to maintain confidentiality at all times

CORE QUALITIES

- A fully initiated Catholic in communion with the Catholic Church
- Familiar with Catholic teachings and liturgy and with catechetical methodology
- Comfortable with accountability and sensitivity to the observance of personal boundaries and the Roman Catholic Diocese of Calgary's model code of conduct
- Exhibits a personal and growing relationship with God, continually building it through Biblical study and prayer
- Displays behaviour that exemplifies the Diocese's values: Authentic, Service, Joyful
- Teachable and open to feedback

HOURS OF WORK

A total of 40 hours per week is expected to include any meetings, training, events and program attendance necessary. Hours will be daytime, evenings and week-ends.

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Vulnerable Sector Police Information Check (VSPIC)
- Praesidium Sexual Abuse Prevention online training modules
- Agreement to the Diocesan Model Code of Conduct

KEY RELATIONSHIPS

Pastor and other clergy, Parish staff, Volunteers, Youth and Parents, Parishioners, Pastoral Centre staff

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently move about the workplace while navigating physical obstacles or barriers
- Frequent sitting to complete computer and desk-based tasks
- Constant movements of the neck in all directions required when completing assignments
- High levels of concentration

- Constantly communicate with others to exchange information and promote mutual understanding, both in-person or via phone or email
- Able to move tables and chairs to arrange meetings spaces
- Potential exposure to stressful situations such as deadlines, dealing with aggressive or upset individuals, abusive or aggressive phone call, general workload demands
- Occasional lifting to 30 lbs/13.6 kg (i.e. office supply boxes, chairs)
- Occasional: pushing, pulling, kneeling, squatting, forward reaching, reaching about shoulders, stooping and bending forward from standing position, carrying of objects

TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- A cover letter and resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)
- Agreement to the Model Code of Conduct (see <https://www.catholicyc.ca/careers.html>)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted until a suitable candidate is found. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank in advance all applicants for their interest.