Director of Youth Ministry and Confirmation Job Description

Mission: To enhance the spiritual life of the St. Raphael Parish Community with an emphasis in the area of High School Youth Ministry and Confirmation Preparation

Title: Director of Youth Ministry and Confirmation

Reports To: The Pastor

Requirements: Bachelor of Arts in Theology/Ministry or appropriate experience

Overview: Full-time position

Scope:
(1) To continue to develop, implement, and manage the High School Youth Ministry Program (which includes social, service, catechetical and spiritual opportunities and events on a regular basis for youth in grades 9-12).
(2) To direct the Confirmation preparation program for the Confirmation candidates, which includes spirit nights, a retreat, interviews, practices, service opportunities, etc.
(3) To develop ministry leadership teams of both adults and teens for the High School Youth Ministry Program and the Confirmation Program.
(4) To serve as the Director of the parish’s Vacation Bible School Teen Volunteer Team.
(5) To serve as an active member of the parish pastoral staff in the implementation of the Strategic Plan and a presence at parish meetings, ministries and liturgical celebrations.

Responsibilities:
- To serve as an advocate for the youth, encouraging greater involvement in the life of the parish.
- To properly form Confirmation candidates to receive the Sacrament of Confirmation. (Including adult candidates)
- To evangelize active and inactive youth in the parish community, as well as their families.
- To network with youth/adult team members and ensure proper training/background checks for adult volunteers.
- To support youth in developing their relationship with God and in their knowledge of their Catholic faith.
- To plan and supervise all youth ministry programs, events and retreats.
- To lead weekly Sunday evening gathering for High School Youth Ministry Program.
- To provide opportunities for parish youth to connect to the larger Body of Christ through attendance at diocesan, national, and international events such as Service Trips, the Diocesan Youth Rally, the Notre Dame Vision Conference, the National Catholic Youth Conference or World Youth Day.
- To prepare and maintain a calendar and a budget for Youth Ministry and Confirmation.
- To coordinate marketing and fundraising efforts for the High School Youth Ministry Program.
- To coordinate the teen volunteers for VBS
- To network with Diocesan Youth Ministry staff (training/activities)