

**St. Augustine/St. Joseph, A Part of Christ Our Light Family of Parishes**  
**Youth Minister**  
**Job Description**

**I. IDENTIFYING INFORMATION**

- Position Title: Youth Minister
- Status: Part-Time (19 hours/week)
- Reports To: Director of Evangelization
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**II. PRIMARY FUNCTION**

The youth minister develops, administers, and promotes youth programs that foster a deeper spirituality, stronger peer relationships in a Catholic context, excitement for the Catholic Faith, and active participation in parish life and collaborating with the Coordinator of Youth Activities.

**III. POSITION RESPONSIBILITIES**

**A. Program Administration**

The youth minister coordinates all extracurricular aspects of youth faith formation, including:

- Plan and facilitate events that foster fellowship, worship, biblical teaching, discipleship, evangelization, and community involvement.
- Provide:
  - At least one monthly Junior High event (Grades 7–8) during the school year (September–April).
  - At least one monthly High School event (Grades 9–12) during the school year.
  - Summer opportunities (June–August) for both Junior High and High School students—ranging from content-driven gatherings to social events, regardless of group size.

**Key Responsibilities:**

1. Collaborate with the Director of Evangelization (DOE), Coordinators of Religious Education (CRE), and Coordinator of Youth Activities.
2. Serve as coordinator for parish youth events (e.g., Server Picnic, Pro-Life Pumpkin Memorial, Via Dolorosa).
3. Support parish-based groups and programs such as Little Flowers, Blue Knights, and Ablaze by providing leadership and behind-the-scenes assistance.
4. Work Closely with the Coordinator of Activities who will maintain communication with parents, and youth using Flocknote and other communication tools that follow the Archdiocese communications policy.
5. Youth Minister will be the face in front of the youth sharing their love of Jesus.
6. Provide regular updates and reports to the Staff, Parish Council, Education Commission, and COL Evangelization Team.
7. Work within the established parish youth ministry budget.
8. Coordinate CYO Basketball for St. Augustine/St. Joseph
9. Plan and lead one major conference or trip annually, rotating experiences such as:
  - Catholic Heart Work Camp
  - March for Life
  - Steubenville Youth Conference
  - National Catholic Youth Conference (NCYC)

- One Bread, One Cup  
Ensure all high school students have the opportunity to attend at least one major event during their high school year.

#### B. Management and Supervision

- Recruit and train adult leaders and student aides to support programs.
- Serve as advisor to ongoing youth ministry groups, including but not limited to Junior High Bible Study, Little Flowers, Blue Knights, and Ablaze.

#### C. Program Enrichment

- Attend Archdiocesan youth ministry meetings and collaborate with fellow Youth Ministers as needed.

### IV. QUALIFICATIONS

1. A faithful Catholic who strives to live the Gospel through prayer, service, and continual faith formation
2. Effective leadership and administrative skills; ability to manage volunteers, plan events, and maintain budgets.
3. Strong knowledge of Catholic teaching and catechesis.

### V. WORKING CONDITIONS

- This position includes frequent evening and weekend hours, participation in youth and catechetical programs, and attendance at Education Commission and volunteer meetings.

### VI. ACKNOWLEDGEMENT

I have read, understand, and agree to perform all the duties outlined in this job description. Employees of St. Augustine Catholic Church, as a part of Christ Our Light Family of Parishes, are expected to be knowledgeable of the Catholic faith, adhere to Church teachings, and not publicly oppose or contradict the teachings of the Catholic Church, the Archdiocese of Cincinnati, or the United States Conference of Catholic Bishops. This includes behavior in public, in writing, and on social media.

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Signature: \_\_\_\_\_  
*Youth Minister*

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
*Fr. Kenneth Schnipke, C.P.P.S., Pastor*

Date: \_\_\_\_\_