

**Youth Ministry Coordinator**  
**St. Adelaide Church, Highland**  
**Part-time: 24 hrs. per week**  
**\$17.44 - \$21.80 an hour (depends on experience)**

We are a vibrant and diverse community of Roman Catholic believers, numbering 1.6 million throughout San Bernardino and Riverside counties in Southern California. We commit ourselves to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

**POSITION SUMMARY:**

Youth Ministry Coordinator is responsible for all aspects of evangelization and faith formation for high school (9<sup>th</sup> – 12<sup>th</sup> grade) teens, including preparation for the sacraments. Responsible for implementing comprehensive youth ministries that foster young discipleship and active service in the community. Responsible for tracking and compliance of Safe Environment Training for all ministers and volunteers and offering onsite training when necessary.

**Reports to:** Director of Catechetical Ministry

**RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Ensures implementation of Diocesan Policies regarding catechesis and Safe Environment which includes Circle of Grace.
- Develops goals, objectives and strategies for the effectiveness of the catechetical process following the vision of the parish faith formation ministry and the diocesan vision
- Lead catechetical sessions
- Recruit, train, mentor, supervise and evaluate catechists.
- Organize retreats, evenings of prayer and reflection, and recreational activities.
- Coordinate liturgical/sacramental celebrations and varied prayer experiences.
- Coordinate and directly supervise family/program events and fundraisers.
- Plan and implement youth activities and community service hours opportunities.
- Prepare and track yearly budget, calendar, and registrations for youth sacraments program, youth ministry program and Safe Environment Program.
- Prepare and maintain all records, files and database for high school Confirmation classes, youth ministry participants and volunteers, including students' attendance records, and ongoing communication with parents/teens via phone and email.
- Tends to administrative duties on a regular basis, which include, but is not limited to weekly attendance payments and check requests. Develop, review and maintaining program budget, bookkeeping, etc.
- Maintains communication with the Pastor and Director of Catechetical Ministry and provides regular reports.
- Attends and participates in staff meetings as well as other appropriate vicariate and diocesan meetings.
- Complete Catechist certification process and commit to continuing education and formation as a catechetical leader.
- Establish a collaborative relationship with members of the pastoral staff.
- Other duties as assigned.
- Hours vary according to events

## **QUALIFICATION GUIDELINES:**

1. Must be a practicing Roman Catholic
2. Certified Catechist with at least 2 years teaching experience and some credits/service in the following areas: administration, educational methods, supervision desired.
3. A Master Catechist certificate is most desirable;
4. Have knowledge and understanding of Catholic theology, doctrine and catechesis
5. Understand the dynamics of program development, methodologies, child and youth faith development, family catechesis, and catechist formation.
6. Have effective administration and time management skills
7. Must have effective listening, writing, verbal, and public speaking skills
8. Be computer literate in programs such as Microsoft Word, Excel, PowerPoint, Outlook, Publisher and knowledge of internet and digital media
9. Understands Diocesan Safe Environment Policies
10. Bi-lingual and Bi-literate in English/Spanish; able to read, write and speak in both languages effectively is desirable
11. Available to work frequent evenings and weekends
12. Have ability to interact professionally with all employees and people coming into the parish
13. Have ability to work in a multi-cultural environment.

## **Physical Requirements:**

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stopping, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movement, sense of touch/feel, temperature extreme, walking up and down stairs.

**Interested candidates, please forward your resume to:**

**Lorena Ramirez**

**e-mail: [loramirez@sbdiocese.org](mailto:loramirez@sbdiocese.org)**

**The Diocese of San Bernardino is an Equal Opportunity Employer.**