

Coordinator of Youth Ministry and Website Administrator  
St. Joan of Arc Catholic Community, Chagrin Falls, OH

This position involves 75% responsibilities as the Coordinator of Youth Ministry (CYM) and 25% responsibility for parish Website administration. As a member of the Pastoral staff the CYM is a full participant in animating the mission, values, and stated priorities and values of the parish. The CYM is responsible to uphold the ethical, canonical, and legal guidelines associated with serving St. Joan of Arc Catholic Community as a professional in ministry in the Diocese of Cleveland.

A. YOUTH MINISTRY

1. Catechesis– The CYM will work with and administrate the existing high school catechetical program.
2. The CYM will set up a leadership development system for youth and adults. This includes but is not limited to coordinating the recruiting, screening, training, and supervision of volunteers. The CYM will use parish facilities for YM formational activities and publicize well in bulletin, website and other ways to all eligible youth in the parish.
3. Liturgical/sacramental experiences – special Masses, such as occasional Sunday evening; coordinating Confirmation Retreat with DRE; seasonal liturgical faith formational activities.
4. Confirmation – the CYM will work in an active support role in the existing Confirmation program.
5. Service, Justice, and Peace projects according to Catholic Social Teaching
6. Prayer experiences and Retreats - 2 annual retreats for all H.S. youth, a summer leadership team training retreat, and plug in retreat opportunities.
7. Implement and Animate USCCB “RENEWING THE VISION” document
8. The CYM will work in active partnership with parents of adolescents, providing opportunities and resources to assist their role as the primary formators of faith in their families.
9. Outreach to HS youth and HS personnel where parish youth attend

B. LEADERSHIP DEVELOPMENT

1. Recruit, screen, train, place, supervise, and evaluate volunteers
2. Develop a HS Leadership team of youth and adults who will animate parish youth ministry. Develop and animate a team of Adults for a junior high youth ministry team as a separate team.
3. Peer Ministry –Seek out and train teens to minister to other teens
4. Senior High Youth Ministry Team – leaders for every program
5. Junior High Youth Ministry Team– leaders for every program
6. Adult formation & training – ongoing according to programmatic needs and diocesan/parish guidelines
7. Professional Development -seek diocesan certification as a certified pastoral minister for the Diocese of Cleveland

### C. Website Administration

1. Setting up a website information management system.
2. Providing graphics and promotion of parish goals, programs, and opportunities via the website
3. Building a youth ministry website with information for parents and youth to promote faith formation in families
4. Development of approved links on the website to foster Catholic faith for parish and family life.
5. Work with staff and parish organization toward an effective website information management system with regularly scheduled updates.

### D. ONE TIME PROGRAMS/ACTIVITIES

1. Liturgical Season Events (i.e. Giving Tree, Easter Baskets, etc.); Coordinate with other parish ministries
2. Parish wide events (Festivals Picnic, Mission, etc.) recruit leadership.
3. Summer activities (i.e. summer mission/outreach; junior high camp)
4. Diocesan Programs – make available for parish youth (Youth Conference, Fest, Summer Institute, Trainings, NCYC, etc.)
5. Parish wide service projects coordinated with parish staff
6. Fundraisers - on a limited project basis
7. National/international events (World Youth Day, NCYC)
8. Junior High Summer Camp – pursue option of working with diocesan youth office and implement camp design in our parish setting.

### E. ADMINISTRATION/MANAGEMENT

1. Attend and participate fully in all staff meetings & planning days
2. Pastoral Responsibilities – Minister with other staff persons and act as liaison with various parish groups and organizations
3. Budget planning, record keeping, and financial administration
4. Program registration and follow legal requirements
5. Meet diocesan guidelines related to Diocesan abuse policy, fingerprinting, and the screening and training of volunteers.
6. Communicate with youth, families, & larger community for youth
7. Supervise all acting on behalf of our parish ym program
8. Program and project management

### F. CYM is accountable to

1. Pastor Fr. David Walkowiak and Bishop Richard Lennon
2. Peer accountability as professional staff member
3. Meet regularly with Pastor (twice/month) for 1:1 supervisory meeting