JOB DESCRIPTION
Director of Youth Ministry
Diocese of Santa Rosa

NOTICE: This job description is provided as a general summary of common job duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and the Diocese of Santa Rosa, nor does it in any way alter the employment-at-will relationship that exists between employees and the Diocese of Santa Rosa.

JOB TITLE: Director of Youth Ministry
REPORTS TO: Diocesan Bishop
EMPLOYMENT STATUS: Exempt
TIME COMMITMENT: Full-Time
STARTING SALARY: To Be Determined

Position Summary
The Director of Youth Ministry is responsible for the development of parish based pastoral ministry with young and older adolescents in the parishes of the Diocese of Santa Rosa. This position also provides leadership and direction for diocesan summer camps and Pastoral Juvenil Hispana.

Supervisory Responsibilities
The Director of Youth Ministry supervises volunteers who assist with the implementation of diocesan programs and if budget allows, any employee designated to serve this department. Presently, this position supervises the Administrative Assistant for the Department of Youth Ministry, a part-time position.

Budget Administered
This position administers an annual budget as approved by the Diocesan Finance Council.

Essential Functions

A. Administration
- Initiates ways of gathering data on the needs of youth and youth ministry leaders
- Forms and convenes a consultative body for implementation of a Pastoral Plan for Youth Ministry
- Plans, budgets, organizes, and implements programs that provide a holistic approach in meeting the needs/interests of youth, young adult and adult youth ministry leaders
- Submits an annual budget for approval; administers budget throughout the year
Prepares appropriate application materials, reports and evaluations as required by grant agencies
Maintains necessary office, financial and program records
Determines effective means for publicizing and promoting programs to parish staff and youth ministry leaders
Submits periodic reports to the Bishop detailing programs in youth ministry
Initiates procedures for evaluating all aspects of the department’s programs
Writes and disseminates policies and guidelines to insure the quality of youth ministry as well as the safety and well-being of all involved in youth ministry
Manages a comprehensive effort to provide services and programs which build youth ministry in the parishes of the diocese

B. Program Development
- Creates initiatives to foster the growth of youth ministry in the parishes of the diocese in light of a Pastoral Plan for Youth Ministry
- Plans, coordinates and implements events, programs and services in line with the departmental mission and the Pastoral Plan for Youth Ministry
- Offers programs to develop leadership skills in youth, young adults and adults
- Advocates for and provides service, ministry and leadership opportunities for youth to participate in
- Within the department’s programs, fosters the personal and spiritual growth in youth, nurtures Catholic identity in youth and provides opportunities for youth to hear and respond to the Gospel message
- Utilizes cutting edge technology and popular media to relate current issues to the youth ministry leadership community
- Provides consultative services to pastors, their staff and youth ministry leaders in order to develop parish-based pastoral ministry among young and older adolescents.

C. Recruitment, Training and Supervision of Leaders
- Coordinates the participation of parish youth ministry leaders in diocesan, regional and national training programs
- Recruits, trains and supervises volunteers who serve as leaders on boards and program teams for the department
- Serves as an advisor and support to parish youth ministry leaders
- Defines the responsibilities of each volunteer leader involved in departmental programs
- Publicizes and offers education programs and support systems for parish youth ministry leaders
- Makes available time for listening, advising, and referral of parish youth ministry leaders
- Develops and provides resources to support parish youth ministry leaders

D. Communication
- Keeps the youth ministry leadership community informed of youth ministry activities
- Provides periodic updates to the youth ministry leadership community
- Advises, communicates, and cooperates with parish leaders and diocesan organizations
- Participates in diocesan governing structures to insure greater participation of youth in parish life and to facilitate communication and decision-making
- Is aware of community agencies and resources that interface with youth
- Listens effectively and works collaboratively with the diversity of people in the diocese
- Facilitates regular, on-going communication with youth ministry leaders and parish staff

E. Relationships
- Reports directly to the Diocesan Bishop
- Responsible to the Chief Financial Officer for financial and administrative accountability
- Receives guidance from and provides feedback to the Diocesan Youth and Young Adult Ministry Council
- Develops positive working relationships with the members of the youth ministry leadership community
- Serves as a member of Diocesan Committees as needed
- Provides support to the members of departmental boards and councils
- Represents the diocese at regional, national and international association meetings

F. Professional and Spiritual Growth
- Practices an active life of prayer, liturgy, and participation in the sacraments
- Keeps updated on youth and youth ministry trends through attendance at diocesan, regional, and national workshops, conferences, and appropriate classes
- Routinely engages in experiences of prayer and/or retreat for spiritual enrichment
- Stays informed through regular reading and membership in professional associations

Other Responsibilities
1. Performs other related duties as assigned.

Education, Experience, and Skills Required
1. Has bilingual fluency in Spanish and English.
2. Has a minimum of 3 years of comprehensive youth ministry or Pastoral Juvenil Hispana experience in a Catholic parish or diocese.
3. Is an active member of a Roman Catholic parish faith community.
4. Demonstrates a history of theological formation.
5. Holds a valid California Driver’s License.
6. Has an appreciation for the role of a church-affiliated agency in the human service arena.
7. The successful applicant, upon employment, will be required to submit verification of his or her legal right to work in the United States.
**Physical Requirements**

1. Requires ability to sit up to 7 hours per day with intermittent occasional walking, standing, bending, and squatting.
2. Occasionally may be required to lift up to 25 pounds to a height of 3 feet.
3. Occasionally may be required to carry items up to 10 pounds for distances up to 100 feet.