



Multiple Parish Ministry Coordinator Job Description

1.0 Position Summary

The Multiple Parish Youth Ministry Coordinator is a full time employee of all deanery parishes financially advocating the program. The MPYMC is to be available on a shared basis to participating parishes in the deanery and to coordinate area youth and youth ministry (Junior and Senior High) opportunities and to assist in the guidance and resources for specific youth ministry needs of each participating parish.

2.0 Principal Duties and Responsibilities

- 2.1 The MPYMC will coordinate all elements of an area-wide vision of “Total Youth Ministry” in association and collaboration with staff and volunteers of the participating parishes.

- 2.2 The MPYMC will work with and guide participating parish youth ministers and volunteers to insure that the eight ministry components of *Renewing The Vision: A Framework for Catholic Youth Ministry* are developed within their specific youth ministry program.

3.0 Vision

- 3.1 The MPYMC will help and guide participating parishes in assessing their local youth ministry needs and needs of youth.
- 3.2 Develop parish and area program goals and objectives, both long and short term.
- 3.3 Develop parish and area program plan(s) of action as needed.

4.0 Communication and Collaboration

- 4.1 Maintain a realistic visitation schedule based on the requests of the youth ministers and support staff of the participating parishes.
- 4.2 Communicate with, resource, and support staff and other ministers on a parish level.
- 4.3 Participate in bi-annual review board meetings.

4.4 The MPYMC will maintain appropriate confidentiality in all relationships.

5.0 Program Planning and Evaluation

In participating parishes the MPYMC will:

5.1 Review curriculum and program resources for junior and senior high youth.

5.2 Work with youth ministry personnel (paid and volunteer) to help design and/or select program materials in conjunction with parish pastor/administrator.

5.3 Coordinate and assist with area-wide:

1. *Retreats*
2. *Prayer and worship experiences*
3. *Justice and service projects.*
4. *Youth leadership (peer to peer) development.*
5. *Teen Bible Study*

5.3 Coordinate and assist participating parishes in large area, national, and international events such as Junior High Rally, Search, , National Catholic Youth Conference, and National Catholic Conference of Youth Ministry.

5.4 Provide facilities set-up and maintenance as needed.

5.5 Determine and enforce facility's "use" guidelines.

5.6 Assist in parish and area fund-raising for National and International events.

5.7 Establish a realistic Wednesday Evening visitation schedule based on the requested need of the youth ministers (paid and volunteer) or pastor/pastoral administrator of the participating parishes.

6.0 Program Recruitment and Formation

6.1 In participating parishes the MPYMC in conjunction with youth ministry personnel (paid and volunteer) will encourage/promote and identify catechists for junior and senior high school youth.

6.2 Provide opportunities for teacher training, lesson planning and lesson ideas.

7.0 Program Administration

- 7.1 The MPYMC will provide a detailed calendar to participating parishes of upcoming and anticipated area events/gatherings.
- 7.2 Participate in bi-annual reviews with the MPYM Executive Board (consisting of pastors and pastoral administrators of the advocating parishes) as well as bi-annual reviews with the MPYM General Session Board (consisting of youth ministry personnel {paid and volunteer} as well as pastors and pastoral administrators.
- 7.3 Implement parish and diocesan policies as applicable.

8.0 Personal Professional Development

- 8.1 Develop a professional growth plan in collaboration with the Chairman of MPYMC Board.
- 8.2 Maintain personal time apart from position responsibilities
- 8.3 Provide for nurture of personal spirituality
- 8.4 Attend workshops, seminars and conferences related to catechetical and/or youth ministry at the expense of the CYROC budget.

9.0 Program Staff Management and Budget Administration

- 9.1 Maintain the office for the MPYM in an orderly fashion, to be located at one individual parish within the service deanery.
- 9.2 Monitor and maintain budget and financial records in association with the Diocese of Helena Business Administration Division.
- 9.3 Keep expenditures within budget limits.
- 9.4 Submit, in a timely fashion, expenditures/receipts for payment to the Diocese of Helena Business Office.
- 9.5 Set fees for retreats, rallies and other program fees as needful in consultation with the participating parishes.

10.0 Supervision

- 10.1 The MPYMC is directly accountable to the chairman of the MPYM Executive Board and all board members for all activities related to this position description.
- 10.2 Annual evaluations of the coordinator will take place with the Chairman of the MPYM Executive board as well as individual pastors, with input from the youth ministers (paid and volunteer) of the participating parishes.

11.0 Machine, Tools and Materials

11.1 The MPYMC should be familiar with and able to use various items of office equipment:

- PC or Mac word processing and other applications
- Windows XP or higher (Microsoft Word/Excel/Power-point)
- LCD Projector
- Sound system/PA
- Photocopier
- Fax

12.0 Job Specification and Working Conditions

12.1 The MPYMC must be a practicing Roman Catholic in good standing and sensitive to a variety of Catholic Experiences and able to relate to Roman Catholics of various tendencies. He/she should strive to always be a person of faith, giving witness through example, prayer and study. The MPYMC must be unbiased toward the Church and willing to work cooperatively in its endeavors.

12.2 The CYROC is expected to be familiar with the following documents: *Renewing the Vision: A Framework for Catholic Youth Ministry* (Department of Education, USCC 1997); *The Challenge of Adolescent Catechesis: Maturing Faith* (NFCYM 1986); *From Age to Age: The Challenge of Worship with Adolescents* (NFCYM 1997); *The Challenge of Catholic Youth Evangelization: Called to Be Witnesses and Storytellers* (NFCYM 1993); *Youth Ministry in Parish and Small Town Setting* (NFCYM 1998).

12.3 The MPYMC must be self-initiating and possess good organizational skills; be able to work cooperatively with parish employees and volunteers, as well as priests, religious and lay people of the service deanery. He/she should possess good public relations skills and be able to communicate effectively, orally and in writing, in a positive and professional manner.

12.4 Due to the geographical extent of the participating parishes and the nature of the job requirements, the MPYMC must be willing to travel frequently by car to participating parish sites, and be available on weekends and evenings as realistically needed. Access to and use of a personal car is required.

12.5 Due to the nature of the job requirements, the MPYMC must live in the service deanery.

12.6 The MPYMC will adhere to all provisions of the personnel and other policies of the Diocese of Helena in the fulfillment of this position description.

13.0 Education and/or Experience

13.1 A Bachelor’s degree in Theology, Religious Education, or related field; or the equivalent experience.

13.2 Continuing evidence of professional development through academic course work, participation in workshops, or the equivalent.

13.3 Demonstrated successful leadership and personal role modeling in parish and/or Diocesan youth ministry as a Youth Minister, Pastoral Assistant, or equivalent position.

14.0 Salary and Benefits

14.1 Diocesan Salary Matrix

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Employee Acknowledgment _____ Date _____

Signature of Immediate Supervisor _____ Date _____

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