

Director of Junior High Youth Ministry
Reports to the Business Manager

The Director of Junior High Youth Ministry at St. Jerome's Church oversees the day-to-day ministry and operation of the Junior High student ministry in a part-time position. The Junior High youth director will seek to understand, support, and implement the values, mission, vision and policies of the Diocese of Austin. The Junior High youth director shall be a leader who helps to develop the Junior High youth as leaders. The Junior High youth director takes direction from the Pastor and Business Manager.

Role and Responsibilities

The director of the Junior Youth Ministry is responsible for developing a comprehensive program for parish youth in 6th Grade through 8th Grade that incorporates activities designed to meet Youth Ministry goals as established by the U.S. Conference of Catholic Bishops:

1. To empower young people to live as disciples of Jesus Christ in our world today.
2. To draw young people to responsible participation in the life, mission, and work of the Catholic faith community.
3. To help foster the total personal and spiritual growth of each young person.

Current Program Requirements

- Plans, coordinates, and leads all Junior Youth Group (JYG) events, which currently consist of EDGE Nights on the 2nd, 3rd, and 4th Sundays of each month, three field trips/outings each semester, and an extended retreat, camping trip, or lock-in/out once each semester.
 - EDGE Nights are 2.5 hour evening meetings where the youth share a meal, play games, participate in small and large group discussions and activities that are centered on one topical theme each night. Each night's theme is a part of a general semester theme such as Scripture, Prayer, Church, or a less general theme such as Bible Heroes or the Life of Jesus. The goal of EDGE Nights is to help the youth make friends, have fun, and learn how to apply their faith knowledge to their daily lives.
 - Field trips and outings are trips to the roller skating rink, the drive-in movies, a concert or a service project and are usually of a more social or service oriented purpose.
 - Retreats or other overnight events can be provided by outside organizations, such as The Pines Catholic Camp, or run by the Junior High youth director and CORE Team. They should be a combination of activities that encourages team-building, friendships, and worship.
- Coordinates and trains a CORE Team of adult volunteers to assist with events and activities and to provide meals as needed.

- Communicates with Junior High youth members, their parents, and adult volunteers on a regular basis.
- Communicates regularly with other parish staff regarding the Junior High youth program, vehicle and facility usage and requests, as well as any concerns or needs.
- Advertises JYG events within the parish through Mass announcements and bulletin, CCE flyers, ministry bulletin board, group mailings, electronic media, etc.
- Maintains ministry records including signed permission forms for each Junior High youth member, contact information, program files, financial and other necessary paperwork.
- Purchases supplies and materials as needed and submits timely requests for reimbursement.

Qualifications and Education Requirements

The Junior High Youth Director must have a strong faith and a passion for working with older children, in addition to the following:

- Must be a practicing Catholic, with a thorough understanding of the Catholic Church, her teachings, and the foundations of the Christian faith.
- Must be able to maintain and foster good discipline and cooperation from older children in an encouraging and caring way.
- Must be willing and capable of speaking in front of groups.
- Must be proficient in the use of Microsoft Office applications, especially Word, Excel, PowerPoint, and Publisher, with at least a working knowledge of Facebook and other social networking applications and web-site management software.
- Must understand basic advertising and marketing concepts.
- Must be capable of maintaining a budget.

Job Description Agreement

I agree that the above duties and responsibilities are my job requirements along with all other duties as assigned by the Business Manager or Pastor.

Employee Signature

Date

Supervisor Signature

Date

Confidentiality Agreement

I understand that all matters concerning parishioners and/or financial matters are confidential and that any breach of confidentiality on my part may result in disciplinary action up to and including termination of employment.

Employee Signature

Date

Alcohol/Drug Usage and Testing Agreement

I understand that St. Jerome's Church prohibits the unlawful manufacture, possession, use, sale, transfer or purchase of a controlled substance or designer drug on or off the church grounds. It is also a violation of church policy for anyone to possess, use, or be under the influence of an alcoholic beverage during work hours. Any violation of the above can result in disciplinary action up to and including termination of employment. Drug and alcohol testing can be administered anytime and failure to take the test will automatically result in termination of employment.

Employee Signature

Date