



P O S I T I O N O P E N I N G

St. Thomas the Apostle and *Christ the King* are clustered parishes in the beautiful Linden Hills neighborhood of south Minneapolis. These two growing, vibrant Catholic communities seek the ideal candidate for their combined youth ministry program.

POSITION TITLE: Coordinator of Youth Ministry and Confirmation

START DATE: July 2024

FLSA: Full Time
Some Sunday mornings and some weekends and evenings
Will be eligible for benefits.

REPORTS TO: Pastor

RECEIVES WORK DIRECTION FROM: Pastor, Ministry staff at St. Thomas the Apostle and Christ the King, and Pastoral Administrator

DIRECT REPORTS: Volunteers

PROVIDES WORK DIRECTION TO: Volunteers

PRIMARY FUNCTIONS

Collaborate with Faith Formation Teams to provide comprehensive ministry to middle and high school youth, including the preparation for and celebration of the sacrament of Confirmation. Primary responsibilities for this position include, but are not limited to, coordinating, recruiting volunteers, training and supervising volunteers; publicizing ministries and communicating with parents about the ministries' purpose and focus; maintaining a direct relationship with students in both public and private schools; identifying and pursuing ministry activities that reinforce areas of responsibility.

*GENERAL RESPONSIBILITIES

Employment in and by the Church is substantially different from secular employment. Church and School employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that can embarrass the Church or give rise to scandal. It is expected that this employee be an active, participating Roman Catholic.

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REPRESENTATIVE RESPONSIBILITIES

- Be present where needed, ready to work as needed to meet responsibilities and during all scheduled hours. Includes recognizing when situations require more effort, putting in more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all work assigned is taken care of in a professional and responsible manner.
- *Must have a passion for guiding the faith development clearly, persuasively, and joyfully to young people and families.*
- *Must develop, organize, implement and supervise ministries for youth in grades 6-12 to include:
 - Recruiting, training, and leading a Core Team of youth and adults to set the ministry direction and desired outcomes.
 - Recruit train and schedule catechists for Confirmation.
 - Coordinate registration for confirmation.
 - Coordinate sessions with parent and sponsors.
 - Direct and facilitate confirmation retreat.
 - Organize sacramental record information for parish office.
 - Adhere to all Virtus requirements.
 - Acting as an Advocate for the middle and high school youth
 - Plan and execute social activities for youth.
 - Plan and execute service and social activities with youth.
- Identify and pursue activities that reinforce areas of catechetical responsibility.
- *Publicize and communicate with parents about the purpose and focus in ministry areas.
- *Ensure appropriate confidentiality in all matters relating to ministry and parish business.

The responsibilities listed above are representative of the position and are not all-inclusive. Those preceded by “*” are essential functions of the job. More detailed listings of the duties and tasks are outlined in supplemental documents. These supplemental documents would include, but not be limited to, policy handbooks, codes of conduct, posted procedures, etc.

QUALIFICATIONS

Bachelors’ degree and/or background in Religious Studies/Theology/Education preferred and experience with school-aged youth and families.

- Knowledgeable and experienced in Faith Formation and/or Youth Ministry and the sacramental practices of the Catholic Church; Roman Catholic Liturgy, traditions and rituals.
- Demonstrates effectively and collegially working with others, particularly youth.
- Demonstrates ability to make decisions.
- Demonstrates ability to work without supervision.
- Able to direct and supervise others.
- Active, participating Roman Catholic expected
- Able to pass required background check and complete required Virtus training.

MENTAL DEMANDS

- Integrity, honesty and confidentiality in all situations and matters.
- Ability to communicate positively with volunteers, staff and public in a proactive manner.
- Must have good interpersonal and strong verbal communications skills and be sensitive, adaptable, professional, and articulate when dealing with staff, volunteers, parishioners and public.
- Able to deal with difficult and/or emotional situations in a calm, dignified and respectful manner.
- Be active, knowledgeable and supportive of Catholic Church teachings and witness this to the community.
- Must be able to plan, organize and meet deadlines.
- Ability to work in a busy and occasionally noisy environment.
- Must be willing to attend on-going and off-site education programs.
- Must possess a high proficiency in the English language in both spoken and written forms.
- Must be knowledgeable in Roman Catholic liturgy, traditions and rituals.
- Must have proficiency in email/internet and computer software designated by Supervisor, such as Microsoft Word, Outlook, Calendar, Word Press, Facebook, Twitter, etc.
- Maintain active membership and attendance in Youth Ministry related organizations. (National Youth Ministry Network, NET), YMN – Local, (Youth Minister’s Network)

PHYSICAL DEMANDS

- Occasionally able to work long hours when required by particular programs (e.g. mission trips or overnight events)
- Able to lift, carry and move 40 pounds occasionally, which may include lifting and carrying supplies.
- Able to stand, step-up/step-down and sit for periods of time on both even and uneven surfaces.
- Able to perform job in all indoor temperatures and conditions.
- Able to reach, bend, kneel, squat, stoop and stretch during the day.
- Have good motor skills and eye-hand coordination.
- Have normal correctable hearing.
- Have normal correctable vision.
- Able to attend all on-site and off-site meetings, events, workshops, etc, even if they require overnight stay.

APPLICATIONS, INCLUDING A COVER LETTER, RESUME, AND REFERENCES SHOULD BE SENT TO:

Fr. Erich Rutten

Pastor

erutten@stthomasmpls.org