**May 01, 2019**

**The Church of St. Raymond  
1759 Castle Hill Avenue  
Bronx, New York 10462**   
    
**Assistant Coordinator Youth Ministry Job Description**   
    
The Church of St. Raymond is seeking a full-time, faith-filled, experienced, and creative assistant coordinator of youth ministry to minister to the young people of its community.   
    
The Assistant Coordinator of Youth Ministry will be responsible for assisting in the continued development of a parish-based pastoral ministry with young people that includes fostering an encounter with Jesus Christ. This program includes goal implementation for those components outlined in the USCCB’s document *Renewing a Vision: A framework for Catholic Youth Ministry*consistent with the guidelines of the Archdiocese of New York. This program, reaches out to all youth in the community, provides evangelization and catechesis, and invites and enables youth to serve others. The assistant coordinator provides vision and coordination for the parish’s efforts in ministry primarily to young people in middle & high school (grades 7 through 12), as well as young adults. The assistant coordinator would work in collaboration with the previously established Youth Ministry team.   
    
**The primary objectives of these programs are to create opportunities for young people to fall in love with Jesus Christ and become more solidly Catholic.**

* Assist in developing a comprehensive disciple-making ministry that encourages participation in the sacraments
* Provide outreach to youth in the areas of advocacy, evangelization, catechesis, justice and service, leadership development, community life, and prayer/worship
* Supervise, advise and support youth ministry volunteers
* Assist in the development of the Youth Ministry program calendars and collaborating with the parish catholic schools
* Incorporate the Archdiocesan guidelines and policies

**The Assistant Coordinator is a member of the Youth Ministry team and reports directly to the Coordinator of Youth Ministry under the supervision of the Pastor. The Assistant Coordinator will be responsible to:**

* Attend daily Youth Ministry staff meetings
* Participate in Youth Ministry planning
* Collaborate with youth ministry team about assigned responsibilities
* Communicate with Parish staff about youth ministry activities
* Be a resource to Parish staff on issues related to youth and youth ministry

**The Assistant Coordinator Responsibilities are to assist the Youth Ministry team in the following:**

* Coordination of the outreach to and evangelization of all young people in the parish
* Implementation of a systematic and intentional plan for youth ministry that utilizes a creative variety of formats, settings, and timeframes
* Foster the involvement of young people in the life of the parish, including serving in various ministerial roles, serving on various parish committees and being involved in parish activities
* Plan, coordinate and implement youth ministry trips and opportunities for prayer and reflection
* Be a presence in the parish and school community through its liturgical and social activities
* Be available for and set times for listening, advising, and referral of young people
* Coordinate the recruitment, training, supporting, and evaluating of volunteers in the YM program
* Maintain policies and record compliance with the Archdiocese of New York’s Safe Environment program and youth ministry policies
* Regularly communicate with parents and parishioners and seek their input as appropriate
* Maintain necessary office and program records
* Submit periodic reports to the pastor
* Provide appropriate training for adults and young people in leadership positions

**Qualifications and Abilities:**

* Desire to assist youth and their families in encountering Christ and growing in their Catholic faith
* Must have the vision and a demonstrated ability to plan, develop, coordinate, manage and implement a disciple-making Catholic youth ministry
* Practicing Catholic able to participate in the sacraments of the Church
* Minimum of 1-3 years of youth ministry experience in a Catholic parish
* Must have excellent written and verbal communication skills, conflict management skills, and computer skills (Social media proficiency)
* Must possess a proven ability to work effectively with youth, adults, diverse communities
* Bachelor’s degree (Coordinator) in either Catechetics/Theology or National Credential in Youth Ministry
* Spanish speaking preferred but not required

**To Apply:**   
Please send resumé and cover letter to Rev. James Cruz at [straymonds1759@gmail.com](https://webmail.adnyeducation.org/owa/redir.aspx?C=Tf_Z8NMPC0qIo5sgyaGmUuVGJ5t72tQI93-sNO6pSboj691Pd3ZJYSfZm2GHVenqiRXtTEQAR24.&URL=mailto%3astraymonds1759%40gmail.com)