

# Corpus Christi Catholic Church

## JOB DESCRIPTION

**Job Title:** Director of Youth Ministry

**Exemption Status:** Non-Exempt

**Department/Location:** Corpus Christi Catholic Church

**Primary Function:** Under the direction of the Pastor, is responsible for the management of Youth Ministry for the Parish.

### **Essential Duties and Responsibilities:**

- Perform as a lay minister in the parish in support of the Church's spiritual and pastoral mission; perform as both a spiritual and administrative leader of the parish.
- Direct the youth ministry program providing leadership and input to the Pastor in developing strategies for spiritual growth for our youth.
- Encourage and nurture youth and their families in the Catholic understanding and tradition of Christian living through ministry; help parents nurture the faith of their children.
- Encourage youth participation in parish activities to foster the one Faith Community within Corpus Christi. Work directly with Ministry Leaders to achieve this goal.
- Encourage youth participation in the liturgical life of the parish, particularly at Sunday liturgy.
- Provide a high-energy, spirit filled environment for youth; be flexible with commitment and energy devoted to youth.
- Develop and implement opportunities to involve youth and their families in deepening faith and church life (retreats, service projects and youth social gatherings).
- Work cooperatively with other churches in the diocese and their youth leaders to develop interchurch youth ministry events.
- Organize fundraisers to build accountability and community among youth.
- Foster good communication keeping constituents well-informed through internet, mailings, personal calls, school visits, bulletins, and pulpit announcements.
- Instill Christian values by meeting weekly with Senior High school groups.
- Administer all financial aspects of the youth ministry program; manage all activities within approved parish budget; render financial and other reports as requested by the pastor.
- Encourage volunteers to participate as team members; manage volunteers in a professional manner.
- Ensure that Diocesan standards for Safe Environment are met at all times during all youth activities and events.
- Sacrament Preparation-Lead parish Confirmation preparation process.
- Perform other duties as assigned.

**Physical/Mental Requirements:**

Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal education and office environment.

**Required Activities:**

Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying, and keyboarding.

**Basic Qualifications:**

- Must have a working knowledge of and a strong commitment to the mission of the Parish, Diocese and Catholic Church; be in full communion with the Church.
- Excellent communications skills, oral and written; excellent interpersonal skills.
- Exercise courtesy to fellow employees, parishioners and the general public.
- Must be a self-starter, well organized; manage multiple tasks simultaneously and work with a sense of urgency.
- Ability to maintain confidentiality.
- Ability to work collaboratively in a team environment; punctuality is a must at all times; ability to travel locally as required.
- Proficiency in computer technology to include word-processing, spreadsheets and presentation preparation.
- Professional bearing; clean and neat personal appearance.
- Ability to successfully pass a background, criminal history, and credit history check.

**Preferred Education and Experience:**

- Bachelor degree in Liberal Arts, Psychology, Theology, Pastoral Care or equivalent experience.
- 3 years experience in a Catholic formation environment as a practicing Catechist/Leader/Youth Minister.
- Level 1 catechetical certification or equivalent education, or a commitment to work towards this during your first year of employment.
- Strong familiarity with the teachings of the Catholic Church.
- Prior successful personnel management experience.
- Prior experience working with children, youth, young adults, and adults.

**To Apply:**

Please download (<http://www.diocesetucson.org/DOTHREmploymentApplication.pdf>) an Application for Employment and submit the application with a cover letter and resume to:

Kara Montaña, Office Manager  
Corpus Christi Catholic Church  
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