

<b>PARISH</b>	<b>OUR LADY OF THE ANGELS</b>
<b>Name of Group / Ministry</b>	<b>Parish Youth Coordinator</b>
<b>Accountability</b>	Pastor
<b>Purpose of Ministry</b>	<ul style="list-style-type: none"> <li>▪ Acts as an advocate and link for youth</li> <li>▪ Facilitates the development of community among young people, their families, their parish and the local community</li> <li>▪ Provides opportunities for young people to become involved in the day to day life of the parish</li> <li>▪ Partners with schools and the civic community to promote effective services for youth and positive values in youth</li> <li>▪ Promotes the pastoral care of youth and families</li> </ul>
<b>Participant Group</b>	Youth of the parish
<b>Activities and Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Recruits and supports adult and youth leaders in youth ministry</li> <li>▪ Ensures that Diocesan screening policies are followed and adhered to for all adults working with youth and children.</li> <li>▪ Promotes the spiritual formation of youth and adult leaders</li> <li>▪ Facilitates the planning, implementation and evaluation of long and short-term goals</li> <li>▪ Coordinates activities that involve youth within the church, i.e. spiritual and recreational activities</li> <li>▪ Promotes and empowers youth for Christian ministry</li> <li>▪ Participates in diocesan meetings and training</li> <li>▪ Develops and supervises program budget</li> <li>▪ Establishes a collaborative relationship with members of the pastoral staff</li> </ul>
<b>Skills and Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Baptized, practising Catholic</li> <li>▪ Active member of the church community</li> <li>▪ Likes working with young people</li> <li>▪ Comfortable with spirituality and faith</li> <li>▪ Organizational, interpersonal and communication skills</li> <li>▪ Strong leadership with an ability to delegate</li> <li>▪ Imagination, creativity, and prayerfulness</li> <li>▪ Knowledge of Child and Family Service Act</li> </ul>
<b>Time Commitment</b>	30 – 50 hours per month
<b>Duration</b>	2-years renewable
<b>Orientation and Training</b>	<ul style="list-style-type: none"> <li>▪ Provided by the parish team</li> <li>▪ Participates in Diocesan training session and or Youth Ministry (Ontario-wide) retreats</li> <li>▪ Participates in workshops and conferences</li> </ul>
<b>Support</b>	Provided by Pastor / parish team and Diocesan level
<b>Supervision</b>	Pastor
<b>Evaluation</b>	Review annually

<b>Position Level</b>	HIGH TRUST
<b>Screening Procedure</b>	<ul style="list-style-type: none"> <li>▪ Receive a position description</li> <li>▪ Complete forms A, B and C</li> <li>▪ Interview</li> <li>▪ Reference checks</li> <li>▪ Police Record Check</li> <li>▪ Receive and <i>Volunteer Guidelines</i></li> <li>▪ Sign <i>Ministry Covenant</i></li> <li>▪ Orientation and training</li> <li>▪ Supervisory checks and evaluations</li> </ul>

**Date approved:** \_\_\_\_\_ **Dates Reviewed:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Ministry Leader:** \_\_\_\_\_

**Parish Screening Committee Member:** \_\_\_\_\_

**Pastor:** \_\_\_\_\_

Sample

*Updated: September 2019*