

## MINISTRY POSITION DESCRIPTION

<b>PARISH</b>	<b>OUR LADY OF THE ANGELS</b>
<b>Name of Group / Ministry</b>	<b>Youth Ministry Coordinator</b>
<b>Accountability</b>	Parish team
<b>Purpose of Ministry</b>	Coordinate programs and activities for youth
<b>Participant Group</b>	Youth
<b>Activities and Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Coordinate programs and activities involving youth</li> <li>▪ Develop youth leadership</li> <li>▪ Serve as a representative for youth and to other parish agencies</li> </ul>
<b>Skills and Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Baptized, practicing Catholic</li> <li>▪ Work well with children</li> <li>▪ Good communications, interpersonal and organization skills</li> <li>▪ Leadership skills with ability to delegate</li> <li>▪ Imaginative and creative</li> <li>▪ Knowledge of Child and Family Service Act</li> </ul>
<b>Time Commitment</b>	5 hours per week plus additional hours as required
<b>Duration</b>	2-year term, renewable
<b>Orientation and Training</b>	Provided by the parish team
<b>Support</b>	Provided by Pastor / parish team and Diocesan level
<b>Supervision</b>	Parish team
<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 <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