

DIOCESE OF PRINCE GEORGE

JOB DESCRIPTION

POSITION: Diocesan Youth and Young Adult Ministry Coordinator

HOURS: 35 hours per week

ACCOUNTABILITY:

Reports directly to the Director of Formation Services;
collaborates with other personnel in the Pastoral Centre when needed.

SUMMARY DESCRIPTION OF MINISTRY:

This ministry is primarily indirect services (supporting parishes in serving youth and young adults); some direct service is also involved.

MAJOR AREAS OF RESPONSIBILITY

1) Coordination

- Promoting the Diocesan vision of ministry to youth and young adults, which is based on *Renewing the Vision: A Framework for Catholic Youth Ministry*.
- Surveying and evaluating parish youth and young adult ministry needs on an ongoing basis
- Developing effective networking and communication strategies
- Establishing a Diocesan Youth and Young Adult Advisory Council
- Organizing a limited number of regional and diocesan events, such as retreats, leadership training and the Diocesan Youth Conference
- Producing a newsletter for youth and young adults of the Diocese
- Preparing a Youth Ministry budget

2) Consultation

- With parish leadership to facilitate the implementation of comprehensive youth and young adult ministry
- Collaborating with diocesan staff on the Diocesan Assembly, lay formation and catechetical workshops as time and circumstances permit

3) Training

- Providing formation in ministry, youth ministry theory and youth ministry skills through training sessions, workshops and a newsletter

4) Resourcing

- Maintaining information on youth and young adult ministry resources, programs, conferences and events
- Networking with the National Office of Religious Education and the Western Canadian Association of Catholic Youth Ministers to keep abreast of guidelines, developments and resources
- Attending one or two professional development events a year

May 2, 2013