

Elementary & Middle School Youth Ministry Coordinator

St. Mary's Catholic Church, a large, active, parish in Corvallis, Oregon, seeks a passionate and creative self-starter with strong interpersonal and organizational skills and a love for the church and young people to evangelize children and middle school teens, inviting them into a relationship with Christ and His church, drawing on the EDGE Process. Excellent salary and benefits in accordance with Archdiocesan guidelines. This is a full-time, year-round, position that includes evening and weekend work. Position open until filled. Position begins on July 1, 2008.

POSITION PURPOSE

The purpose of this position is to implement the parish's commitment to quality youth ministry in a comprehensive manner. This includes the elements of catechesis, evangelization, social action, community building, spirituality, liturgy, guidance, enablement and advocacy.

Further, the position collaborates with the Pastor and staff in implementing the overall mission of the parish by participating in the comprehensive planning, implementation and evaluation of the parish's programs, goals and objectives, with specific focus on elementary and middle school youth.

POSITION SCOPE

This is a full-time, year around, exempt position and includes evening and weekend work. The position is supervised and evaluated by the Pastor and Pastoral Associate.

MAJOR DUTIES AND RESPONSIBILITIES

Presents the Catholic faith to parish youth, drawing on the EDGE Process, and encourages their growth through the study of and participation in scripture, prayer, fellowship and service.

Collaborates with other Youth Ministry/Faith Formation staff in planning and implementing ministry programs including the Sunday evening programs, planning meetings, Bible studies, small groups, social events, retreats and conferences, and mission projects. Coordinates teaching responsibilities on Sunday evenings.

Serves as coordinator for children's ministry (grades pre-school – 5), working with catechists and providing educational tools for our catechists. Classes are held on Sunday mornings.

Responsible for the recruitment, training and supervision of volunteer leaders for the "Called to Protect" child safety training series.

Assists in the recruitment, training and supervision of volunteer leaders and provides encouragement in their ministry with students.

Coordinates the Christian Initiation of Adults (adapted for children and middle school youth) in collaboration with the Pastoral Associate who directs this program.

Attends pastoral and general staff meetings on a regular basis including occasional retreats, trainings, and socials. Serves as a resource to the staff, in matters of

children and middle school ministry. Collaborates as appropriate in regional or vicariate planning and program efforts.

Assists with various organizational duties including maintenance of youth database and preparation of mailings and other communications that keep students and parents informed of upcoming events.

Assures that the children and middle school portion of the youth ministry budget is prepared in a timely manner and, once approved, authorizes and monitors the expenditure of the budget in a prudent manner.

Maintains a level of personal spiritual and professional skill growth required for this position by reading and studying appropriate materials; attending workshops, conferences and retreats; and participating in approved professional organizations.

Education/Experience: Though not required, a Bachelors degree is preferred. Salary based on experience and qualifications.

Interested applicants should send a resume and cover letter to:

St. Mary's Parish
Attn: Business Manager-Edge
501 NW 25th St
Corvallis, OR 97330

Or email:
krifai@smcatholic.com