



## IMMACULATE CONCEPTION CHURCH ST. PATRICK'S CATHOLIC CHURCH



### **Job opening: Youth Minister**

Position: Full-time or Part-time

Benefits: Full-time: Health, Dental, 403B and other benefits.

Supervisor: Pastor

**General Description:** The Youth Minister is responsible for the development, organization and administration of programs for youth to fulfill of the catechetical mission of the parish in cooperation with the pastor, parish staff and Diocesan Department of Catholic Formation. This includes developing relationships and outreach with youth and their families, planning and implementing events and programs, and leading youth into a deeper life of discipleship.

**Qualifications:** The Youth Minister must be living in full sacramental communion with the Catholic Church. This person needs to be working towards or possess elevated level religious certification from the Diocese. A degree in youth ministry, religious education, theology, or related fields is preferred but not required. Experience in youth ministry is preferred. This person must be competent in visioning, applying age-appropriate methods and basic program development as well as exhibit skills in interpersonal communication, collaborative ministry, and public speaking.

### **General Responsibilities:**

- Coordinate, implement and evaluate a comprehensive youth ministry program for grades 6 to 10 and young adults. This program is to include aspects of: catechesis/formation, advocacy for youth and their families, community life, evangelization, justice and service aspects, leadership development, pastoral care, and prayer and worship opportunities.
- Recruit, train, motivate and evaluate all peer and adult volunteers.
- Work in collaboration with the diocese to provide leadership training for all volunteers moving them toward diocesan catechetical certification.
- Supervise and evaluate all volunteers yearly.
- Maintain appropriate records.
- Supervise and train retreat teams to provide retreats for volunteers, teens and their families; facilitate and evaluate the retreats.
- Maintain a budget in accord with directions of the pastor and functional youth ministry office.
- Maintain regular communication with teens and their families.
- Work in collaboration with other parish staff in scheduling, visioning, planning and implementing activities, events and processes that overlap into other areas of parish life.
- Engage in ongoing professional formation; keep informed of trends in youth ministry, theology and methodology of ministry, and participate in diocesan workshops and courses.
- Maintain a good working relationship with the wider civic community at large.
- Perform any other tasks as deemed necessary or assigned by the pastor or Director of Catholic Formation.

151 South Washington Ave. New Richmond, WI 54017

715-246-4652 | [icspchurches@ic-church.com](mailto:icspchurches@ic-church.com) | [ic-church.com](http://ic-church.com) | [stpatrickserin.com](http://stpatrickserin.com)

**Required Skills:**

- This person needs to be working towards or possess advanced level religious certification from the Diocese of Superior or similar Diocese.
- Strong leadership skills, familiarity with volunteer management, and understanding the basics of non-profit organizations.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external individuals.
- Ability to develop and nurture working relationships with staff, volunteers, and families.

**Preferred Skills:**

- Having worked on NET Team, Totus Tuus Team member, Extreme Faith Camp Leader, or another related area is preferred but not necessary.
- Bachelor's degree in Pastoral Ministry, Theology, or related field.
- General Technology Experience with web design, social platforms, Parishsoft parish management system, QuickBooks, and MS Office.
- K-12 and/or Faith Formation teaching experience.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or listen. The employee frequently is required to sit; use hands to finger, handle or feel objects. The employee is required to stand, walk, and reach with hands and arms.
2. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds.
3. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
4. The employee may occasionally have to drive.

**Please submit resume along with an application to the Business Office at Immaculate Conception Church. If you have any questions, contact Rush Hickethier at 715-246-4652 ext. 225 or email at [r.hickethier@ic-church.com](mailto:r.hickethier@ic-church.com).**

**Closing Date:** Open until position is filled