

Youth Minister/Director of Religious Education (combined position)

Job Description

St. Joseph & St. Andrew Parish - Stratford, WI

Position reports to: Pastor

Supported by: Youth Ministry/Religious Ed. committee comprised of Parishioners

Type of position: Full time 40+ hours per week, variable schedule, salaried and benefited.

Job Summary: The Youth Minister and Director of Religious Education (YM/DRE) will serve Sts. Joseph and Andrew Parishes and St. Joseph Catholic school to develop, organize, and administer a total youth catechetical and youth ministry program and assist the parish community in building a solid foundation for youth spirituality, Christian living, and ministry, as well as providing youth and adult outreach for the 800 household combined membership of St. Joseph and St. Andrew Parishes. The YM/DRE will have a passion for sharing the gospel and the Catholic faith and helping people grow as disciples of Jesus Christ and His Church.

Qualifications:

1. The YM/DRE must be living in full sacramental communion with the Catholic Church.
2. It is preferred that this person have a Bachelor's degree in theology, youth ministry, catechetics, or a related field, but it is not required. Experience in youth ministry and religious education is preferred.
3. Must have a passion for working with youth and sharing your Catholic faith
4. Ability to work with a diversity of youth and adults
5. Ability to create, organize, prioritize, manage multiple priorities, and work with minimal supervision
6. Excellent communication and collaboration skills
7. Leadership and mentoring skills, comfortable with public speaking
8. Advanced Certification as a catechist in the Diocese of La Crosse (or committed to attaining it promptly after hire)
9. Familiarity and conformity with the guidelines and policies of the Diocese of La Crosse
10. Ability to lead music during liturgies and praise and worship is desired but not required.

Responsibilities:

1. Design and execute catechetical programs for the two parishes and St. Joseph's Catholic school, which support lifelong practice of the faith.
 - a. Assesses parish/school needs
 - b. Articulates a vision for Religious Education and Youth Ministry
 - c. Designs programs that meet the needs of the parish/school
2. Build the Religious Ed and Youth Ministry programs

- a. Recruits, trains, supervises, and evaluates catechists and youth ministry volunteers
 - b. Secure materials needed for programs in accordance with Diocesan recommendations
 - c. Prepare and monitor budgets for programs
3. Build and lead a Youth Ministry program that engages the hearts of our youth through experiences like youth group meetings, youth rallies, Mass, mission trips, retreats, and social events.
4. Provide curriculum, training, and administrative support to the volunteer coordinators of
 - a. First Reconciliation Preparation
 - b. First Communion Preparation
 - c. Confirmation Preparation
 - d. Elementary Religious Education Classes
 - e. Middle School and High School Religious Ed. Classes
 - f. Sunday School for 3-year-old through Kindergarten
 - g. Vacation Bible School
 - h. RCIA
5. As time and energy allow, assist with the development of young adult and adult ministries.
6. Maintain any Diocesan certification requirements for Director of Religious Education position
7. Implement and monitor the Diocesan Safe Environment Program
8. Attend parish staff meetings, Youth Ministry/Religious Ed. Committee Meetings, and Parish council meetings on occasion as requested, including being an ex officio member of the education committee
9. Pursue continued professional and spiritual growth, and knowledge of the Catholic faith
11. Any other duties as assigned

Work Area: Parish addresses, and occasional travel for meetings, events, or trainings, and youth ministry trips.

Working Conditions: The YM/DRE is a full time position. An office in a comfortable, private environment will be provided, along with appropriate accessories and equipment.

Vehicle requirement: This employee must provide his/her own vehicle to travel between the two parishes, and occasionally to the Diocesan offices for meetings/trainings. Mileage will be reimbursed at the current IRS rate for travel to Diocesan meetings/training and if transporting youth to an event.

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 hear. 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.
5. The employee will be required to participate directly in youth programming – e.g. playing games, doing outdoor activities like biking, swimming, etc., as well as sleeping in ad hoc settings like classrooms, school gyms, tents, cabins, etc.

Background check requirement: Employee must pass a background check completed by the Diocese of Lacrosse.

Driving Record: Employee must possess and maintain a good driving record as verified by the Diocese of Lacrosse in order to transport youth to events, as well as maintain adequate insurance as required by the state of Wisconsin.