



Archdiocese  
of Toronto

**Ministry Position: Youth Minister**

**Date Last Reviewed: July 2019**

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### ◆ Position Overview

Youth Ministry aims to develop leadership skills, foster community, cultivate a stronger sense of justice, build self-confidence and promote spiritual maturity among the parish's youth. Under the direction of the Pastor and/or the Youth Ministers' Director, the Youth Minister is responsible for the implementation of youth programs and services at the parish. He/She ministers directly to the youth of the parish by leading sessions and events.

### ◆ Activities/Responsibilities

- Maintain contact list of youth involved in Youth Ministry at the Parish, and ensure any changes in this list are communicated promptly to the Youth Ministers' Director
- Collaborate with the Youth Ministers' Director to plan prayer and liturgical celebration for youth
- Conduct all Youth Ministry events at the parish
- Invite and motivate parish youth to attend and participate in Youth Ministry events
- Assist with youth retreats, faith sharing opportunities and youth formation
- Facilitate the development of community among youth, their families, their parish and the local community
- Coordinate the leading of prayer and reflection at youth events
- Organize the youth of the parish to participate in service projects within the community
- Serve as an advocate for the needs of youth and families with youth to other parish groups and the wider community
- Support families in promoting healthy adolescent development and faith growth
- Provide catechetical formation, faith sharing and small group reflection
- Through established networks, refers youth to appropriate counselling and resource programs
- Bring to the attention of the Youth Ministers' Director and/or Pastor any matters related to the needs of the youth
- Engage youth in conversation regarding personal and family topics, based on their comfort level
- Make recommendations to the Youth Ministry Director and/or Pastor for resource materials, referring agencies, budget and facility usage regarding the Youth Ministry
- Communicate frequently with the Youth Ministers' Director
- Liaise with the Office of Catholic Youth and other parish Youth Ministers
- Be available for meetings and training on both the parish and diocesan levels



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The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

<b>Other specifics:</b>
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### ◆ Skills, Experience and Qualifications

- Fully initiated member of the Catholic Church in good standing
- Must be at least 18 years of age
- Registered with the parish for at least 2 years
- Recognized within the parish community as a person of good reputation
- Has appropriate leadership and organizational skills.
- Familiar with the Liturgy and the teachings of the Catholic Church and has an understanding of catechetical methodology and the stages of faith development
- Can relate effectively and communicate clearly with others, especially youth
- Has the ability to motivate, enable and engage youth
- Must have good presentation skills
- Has the ability to facilitate meetings and group dynamics
- In cases of emergency, knows contacts and/or procedures
- Willing to participate in ongoing formation

### ◆ Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry
- Needs to be a person of prayer
- Honest, dependable and can maintain strict confidentiality
- Sufficient maturity to exercise this ministry with proper attention
- Shows energy, enthusiasm and a concern for youth and their families
- Comfortable mentoring and witnessing to her/his personal faith
- Comfortable with being accountable and is sensitive to the observance of proper boundaries
- Demonstrates a spirit of generosity and creativity

### ◆ Screening Requirements

This is a High Risk/Position of Trust.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked
- Complete a Police Information Check
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years
- Participant follow-ups may be conducted

### ◆ **Orientation and Training**

Standard parish orientation program, including AODA training. There are resources and sessions provided through the Office of Catholic Youth at the Archdiocese of Toronto.

### ◆ **Participant Group**

Other Youth Ministers, Youth Minister's Assistants, youth and their families.

### ◆ **Support, Supervision and Evaluation**

The Pastor and/or the Youth Ministers' Director is/are the first level of support, supervision and evaluation. Support is also offered through the Office of Catholic Youth, Archdiocese of Toronto.

### ◆ **Length of Ministry Appointment**

One-year term with the ability to renew

### ◆ **Benefits and Working Conditions**

- Will directly contribute to the spiritual formation of the parish's youth
- Will directly contribute to the social well-being of the parish community
- Will further develop leadership, presentation and facilitation skills
- Will enhance personal growth of faith
- Opportunity to perform community service and gain experience for the purpose of school or career advancement
- Must be available to attend all regularly scheduled meetings
- Must be able to attend the orientation session and training sessions as required



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- This is a volunteer position requiring a time commitment of \_\_\_\_\_ hours per week/ \_\_\_\_\_ hours per month

*In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.*

This Ministry Position Description accurately reflects the ministry of **Youth Minister** currently practised at, **Click here to enter Parish name.**

**Pastor's Signature**  
(Click here to enter the  
Pastor's name)

**Parish Volunteer Screening  
Coordinator's Signature**  
(Click here to enter the  
Coordinator's name)

**Date**

**Prepared by: Archdiocese of Toronto, Volunteer Screening Department**