

St. Nicholas, Miller City and Holy Family, New Cleveland

Position Description

Full-Time Position: Youth & Young Adult Minister

Reports to: Coordinator of Religious Education

Effective Date: October 27, 2026

General Summary

This position involves organizing ministry to the youth (Grades 6-12) and young adults (post high school age through those in their 20's and in their 30's) in our parishes. The Youth & Young Adult Minister will collaborate closely with the Youth & Family Minister and Coordinator of Religious Education (CRE) as well as work with other Parish Staff, the Pastor, and parish volunteers to continue to build up our ministry and outreach to these two groups. The Youth & Young Adult Minister is a part-time position. He/she will report directly to the CRE.

Essential Duties and Responsibilities:

- Plan and organize various large group Wednesday youth nights on weeks when youth are not meeting in their small groups. These may include praise and worship nights and a few social nights throughout the school year.
- Plan and organize occasional youth group meetings (every 1-2 months) and regular before-school meetings (perhaps weekly) for youth (for example, continuing Mornings with Martha and Mary or beginning Catholic Athletes for Christ).
- Accompany youth on trips/conferences such as the National Catholic Youth Conference, March for Life, etc. as needed.
- Offer one Junior High and one High School Retreat annually.
- Maintain a "ministry of presence," especially with our youth.
- Maintain regular office hours during the school day to be available to the youth.
- Coordinate Catholic Youth Organization (CYO) sports.
- Provide oversight of young adult ministry. Potentially organize a core group of young adult volunteers to lead this ministry. The desired frequency of meetings is twice a month (which the YYAM need not attend). Potentially provide Young Adults with periodic social events (which can be organized by Young Adult core team members).
- Encourage and build up intentional, courageous, faith-sharing communities among youth and young adults.
- Utilize the church bulletin, announcements at Mass, social media, and the parish website to publicize events and activities. Update the parish website as needed. Post regularly on our parish social media platforms.
- Communicate the details of, and promote, various diocesan events to our youth and young adults (such as vocations events, youth gatherings, etc.)

- As appropriate, participate and collaborate in Parish Staff meetings, Deanery meetings, Deanery events, and Diocesan projects.
- Update the CRE on a regular basis regarding ministry to youth and young adults.
- Work closely with, and collaborate with, the Youth & Family Minister and CRE.
- Develop a budget for ministry programs each fiscal year and submit them to the Finance Council by the deadline.
- Coordinate fundraisers as needed for ongoing support of youth ministry programs.
- Assist with various tasks in the Parish Office as needed.
- Receive ongoing formation and enrichment by attending diocesan conferences/retreats.
- Intentionally promote vocations to the priesthood and consecrated life.
- Cultivate relationships with parish/youth leaders of area parishes and school districts to maintain effective integration of our parish members with the larger community and deanery.
- Perform other related duties as assigned by the CRE or Pastor.

Knowledge, Skills, and Abilities

- Should be a practicing Catholic who loves the Church and her teachings and is not in conflict with the mission, moral and social teachings, doctrines, and laws of the Catholic faith.
- Desired to be one who approaches their work more as a “ministry” rather than as a “job.”
- Pursues this ministry with initiative, energy, and prayer. Must be flexible, self-confident, and assertive.
- Proven administrative skills including interpersonal relations, conflict resolution, and collaborative ministry.
- An ability to establish rapport, putting people at ease; show genuine interest in others’ needs and feelings at appropriate times.
- Must successfully pass the required training/background check prior to employment and as required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from youth, young adults, families, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that are expected for 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. While performing the duties of this job, the employee is typically required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Flexibility to work evenings and weekends, when necessary, and ability to travel and drive one's own vehicle to various locations.