

## **Job Title: Confirmation and Youth Minister**

**Reports to:** Pastor or Director of Faith Formation

**FLSA Status:** Full-Time

**Location:** St. Raymond Parish, Mount Prospect, IL

**Salary Range:**

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### **Position Summary:**

The Youth Minister coordinates and leads ministry for middle school and high school youth, with a special emphasis on Confirmation preparation. Rooted in the mission of the Catholic Church, this position seeks to form young people into intentional disciples of Jesus Christ by helping them encounter God, grow in faith, and actively participate in the life of the parish.

The Youth Minister builds relationships with teens and their families, fosters a sense of belonging within the parish community, and provides opportunities for prayer, service, catechesis, and fellowship, helping youth live their faith actively.

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### **Responsibilities:**

#### **Confirmation**

- Assists in implementing the parish's Confirmation preparation program, which aligns with the parish mission and diocesan guidelines.
- Facilitates engaging sessions and service experiences that lead candidates toward a personal relationship with Christ and active participation in the Church.
- Coordinates the Confirmation Retreat and Mass.
- Collaborates with catechetical staff to support sacramental preparation for high school students.

#### **Youth Ministry**

- Develops and leads a comprehensive youth ministry for grades 9–12 with an emphasis on building relationships with one another and deepening their relationship with Christ
- Organizes retreats, Bible studies, fellowship nights, fundraisers, and service opportunities.
- Encourage youth participation in parish liturgies, ministries, and diocesan youth events.

#### **Relational Ministry**

- Builds authentic, Christ-centered relationships with youth, parents, and volunteers in accordance with diocesan and parish guidelines.
- Fosters a welcoming, inclusive environment that encourages youth to be their authentic self and live their faith with confidence.
- Provides spiritual support, mentorship, and accompaniment to teens as they navigate faith and life challenges.

## **Volunteer Development**

- Recruit, train, and mentor adult and teen leaders to serve in youth ministry and Confirmation programs.
- Partner with parents as the primary faith formators of their children, keeping them informed and engaged.
- Empower young people to take active leadership roles in parish life and service.

## **Communication & Administration**

- Communicates effectively with teens, families, staff, and the wider parish community.
  - Maintains records, schedules, and budgets related to youth ministry.
  - Utilizes technology and communication platforms (bulletins, social media, email, etc.) for outreach and engagement.
  - Ensures compliance with the diocesan Safe Environment and Youth Protection policies.
  - Works collaboratively with the school, parish staff, pastor, and liturgical teams.
  - Availability to work nights and weekends.
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## **Qualifications:**

- Practicing Roman Catholic in good standing, with a deep personal faith and commitment to the teachings of the Church.
- Bachelor's degree in theology, religious education, pastoral ministry, or related field (or equivalent experience). Master's degree preferred.
- Experience in parish youth ministry, campus ministry, or teaching preferred.
- Excellent interpersonal, organizational, and communication skills.
- Completion of diocesan Safe Environment certification and background check.