

ARCHDIOCESE OF CHICAGO  
**Transfiguration Parish**  
Position Description

**Title:** Youth and Family Ministry Director  
**Status:** Full Time, Exempt, Benefits eligible  
**Report to:** Pastor  
**Direct Subordinates:** None

**General Summary**

This is a ministry position to serve the Lord with a passion and sincere love for God in the area of Youth & Family Ministry. This ministry is to promote growth in relationship with the Lord, relationships with one another and outreach to the lost. The purpose is to glorify God in word, worship and daily lives.

**Scope of Responsibility:**

The Youth & Family Minister will work within the vision and mission of Transfiguration Parish, under the direction of the pastor, in collaboration with the Evangelization Commission and through coordination with a ministry team (Y&F committee, volunteer adults, parents and teens).

She/He will be accountable to the pastor and will be responsible for planning and coordinating activities, functions and events parishioners, families and youth are participating in (all ages).

She/He is expected to be the leader and to provide the guidance necessary to get the most and best results from the program.

She/He will coordinate ministry planning and facilitation with ministry leaders, deacons, parents and adult volunteers and keep the pastor advised.

She/His life must be a model that demonstrates she/he is a faithful Christian, spouse and/or parent. She/He must always set a proper example of Christian behavior.

**General Expectations:**

- Coordinate planned seniors, parents and youth ministry activities that reflect Biblical and Catholic objectives, guidance by the Holy Spirit and that blend into the overall mission and vision of Transfiguration Parish.
- Develop teams of parents, adult volunteers and mentors to assist with this ministry within the established goals, objectives and plans.
- Function as a valuable part of the Evangelization Commission and staff at Transfiguration Parish.
- Be available to the youth, parents and church members as needed.
- Be responsible for the leadership and direction of the youth and family ministry at Transfiguration Parish.
- Establish and have written goals for this ministry programs and have a detailed plan on how to accomplish and reach goals each year.
- In May of each year complete a calendar that lists planned activities, functions, camps, retreats, etc. and submit it to the Parish Secretary for the following FY.

- Obtain a copy of and review the school, community & church calendars that involve our families, adults and youth. Use this information to help schedule attendance at various events - sports, academic, arts, outreach, community, etc.
- Follow up with and contact youth and family members who are not in attendance weekly.
- Be responsible for the leadership and direction of a youth & family intern such as: schedules, curriculum, programs, camps, activities, etc. Have activities which engage our youth and family in church activities (service projects, missions, worship, teaching, pantry, visiting, etc.) with all groups/ages of the church family.
- Plan and work toward engaging others to take on responsibilities for various aspects of the youth and family ministry (teaching, service projects, planning/organization, etc.). As needed, periodic, short term, long term, etc.
- Stay informed and up-to-date on the various materials, resources and strategies that can be utilized in implementing, maintaining and moving this ministry forward.
- Complete various administrative functions including budgeting and management for the youth and family ministry.
- Have educational goals for the year and periodically check progress toward those goals.
- Attend all scheduled church services (youth minister and family).
- Advise the pastor and Evangelization Commission of any special problems, issues and/or conflicts with youth, family and/or parents.
- Provide a bi-weekly status report to the pastor/staff concerning contacts, activities, issues, concerns and needs.

**Policies:**

- Accountable to the pastor
- Maintain availability by phone and schedule regular office hours and days off. This information is to be communicated to the parish.

**Qualifications:**

- Strong faith and commitment to the calling of serving the Lord as a youth and family minister.
- Continual growth in knowledge of God's world for both professional and personal development.
- Excellent interpersonal skills as well as a demonstrated ability to lead Bible study, organize activities, communicate ideas and use time effectively.
- Bachelor's degree as a youth minister or youth & family minister, youth and family major or Bible major.
- May consider strong applicants who have youth and family ministry experience but hold a different degree.
- *Bi-lingual English/Spanish preferred.*