

St. Mary of Gostyn
444 Wilson Street
Downers Grove, IL 60515
630-969-1063
www.stmarygostyn.org

Title: **Coordinator of Youth Ministry**

Hours: Part-Time 20 - 25 hours per week (benefits ineligible)

Reports to: Parochial Vicar and Director of Religious Education

General Description:

Responsible for developing a parish based pastoral ministry with the youth (i.e. High School teens grades 9-12). Reaches out to all youth in the community, provides spiritual, social, and service opportunities which enables youth to grow in their Catholic faith as the teens are immersed in the living Tradition of the Church. Develops close communication with and mutual support from families of youth and collaborates with other community and parish youth organizations.

Job Responsibilities:

- Emphasis on spiritual growth and leadership skills in the youth
- Plans and coordinates gatherings, service projects, and faith development opportunities
- Develops relationship with parents
- Initiates ways of gathering data on the needs, interests, gifts, attitudes, and benefits of youth ministry group
- Submits financial reports, budget, administers budget throughout the year
- Supports and helps organize fundraising events for youth ministry
- Determines effective means for publicizing and promoting program and experiences (responsible for all YM marketing)
- Participates in parish governing structure to insure greater participation of youth in parish life (if available, attend staff meetings)
- Supervises and coordinates scheduling of youth events and activities
- Assists DRE with Confirmation program as a way to build relationships and introduce the 8th graders to our Youth Ministry program
- Assists the DRE and Adult faith coordinator with marketing needs

Qualifications:

- Active member of the Catholic Church
- Bachelor's degree in a related field
- Willing to work flexible hours/some weekends
- Youth ministry experience preferred

Interested applicants should send a cover letter and resume to Fr. Shaun Cieslik, Parochial Vicar, at scieslik@stmarygostyn.org. Expected start date to be July 2017.