**JOB TITLE:** Middle School Youth Minister.

Part-time (40 Hours monthly or 10 Hours weekly) Non-exempt

**SUMMARY:**

The Liverpool Catholic Community Middle School Youth Minister collaborates with the High School Youth Minister and the Youth Ministry core team; to provide vision and coordination for the parishes’ efforts in ministry to young people from 6th through 8th grades. This role is part of the Youth and Family Ministry Team that integrates adolescent catechesis into a comprehensive ministry to, with, by, and for young people in middle school. Youth Ministry includes; monthly activities, retreats, and service activities for the youth of the PCA. The purpose of having youth ministry is to provide a wide range of activities that help to foster a strong, fun, faith-filled environment that is focused on helping to grow our youth as disciples of Jesus Christ. The ministry is a relational ministry that helps to foster this relationship with the youth, parents, and minister in cooperation with catechesis and the Mass. Our Goal of youth ministry is to invite our youth into a life of discipleship in service to others.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Communicate positively, professionally, and clearly with youth, parents, parishioners, staff, Faith Formation catechists, and clergy.
- Be visible and available to parishioners on weekends, evenings, and at Masses.
- Strong Pastoral skills: Must have a strong faith and spirituality and an ability to communicate these in a manner consistent with the pastoral needs of the parishes.
- Achieve Parish Mission and Pastoral Plan: In collaboration with the Pastors and parish staff, help to create an environment that supports the Parish Mission and works to achieve the Parish Pastoral Plan.
- Maintain a working relationship with the Pastors, staff, and Youth Ministry core team.
- Assist with preparing yearly Youth Ministry calendars in coordination with the High School Youth Minister to promote growth, following our Parish Mission.
- Recruit, train, and supervise adult and youth volunteers for the Youth Ministry.
- Promote Family Catechesis:
  - Assist families in engaging in activities
  - Encourage Mass attendance by families
- Maintain attendance records for all events
- Encourage and foster the involvement of young people in the life of the parish, including encouraging youth to serve on the Pastoral Council, as liturgical ministers, and be involved in parish activities
- Outreach and evangelization to all people in the PCA
Accountability
The Middle School Youth Minister is a member of the parish staff who reports to the Pastor. They would be expected to be present or provide representation that is ministerial appropriate at staff meetings, weekend Masses, Faith Formation Family Events, and Parish activities.

REQUIREMENTS & SKILLS:
Required:

- At least 21 years old
- Strong interpersonal and relational skills
- Faithfully represent the teachings of the Catholic Church with integrity in word and action as a fully initiated practicing Catholic
- Strong organizational skills
- Ability to coordinate events and develop programs
- Ability to work both independently and collaboratively in a team setting and environment
- Ability to commute between PCA Parishes for Masses and activities
- Proficiency in computer skills using Google Workspace, Microsoft Office and Flocknote
- Experience with Young Adult or Youth Ministry at the parish level preferred
- Essential physical tasks include driving, stooping, bending, sitting on the floor, setting up for special events
- Complete and maintain Safe Environment Certification for the Diocese of Syracuse, including a clear criminal background check