ST. THOMAS AQUINAS
CATHOLIC CHURCH

JOB DESCRIPTION

Job Title: Leader of Youth Ministries
Reports to: Director of Stewardship & Pastoral Planning and Parochial Vicar
Position Status: Full-Time Regular; Non-Exempt

Position Summary

The Leader of Youth Ministries is responsible for developing, implementing, and coordinating comprehensive religious education and youth ministry programs at St. Thomas Aquinas Catholic Church. Through personal witness to the Catholic faith, this individual fosters spiritual growth, discipleship, and active participation in parish life, helping young people develop a lifelong relationship with Jesus Christ and His Church.

The Leader of Youth Ministries collaborates with clergy, parish and school staff, families, and volunteers to provide meaningful opportunities for faith formation, prayer, fellowship, and service.

Essential Job Functions

Religious Education & Sacramental Preparation

- Coordinate the Parish School of Religion (PSR) program, held Wednesdays, 6:00–7:15 pm, September through May.
- Coordinate PSR sacramental preparation for Confirmation, First Reconciliation, and First Communion in collaboration with clergy, catechists, and families.
- Recruit, train, and support catechists and volunteers in accordance with diocesan guidelines.

Youth Ministry & Faith Formation

- Develop and grow comprehensive middle and high school youth ministry programs.
- Lead Ignite middle school youth group on Thursdays, 7:00–8:30 pm.
- Lead STAY high school youth group on Sundays, 7:00–8:30 pm.
- Host Youth Group Club on Wednesdays, 3:30–4:45 pm.
- Develop opportunities for prayer, discipleship, fellowship, leadership, and service.
- Build relationships with students through outreach and participation in parish and school activities.
- Recruit and support adult volunteers for middle and high school youth ministry programs.

Summer Programs, Retreats & Conferences

- Serve as the parish coordinator for Totus Tuus each summer.
- Plan and coordinate the annual trip to the Steubenville Youth Conference for high school students.
- Coordinate high school student participation in Prayer and Action each summer.
- Assist parish school staff with retreats for parish school middle school students.

Parish Events & Fundraising

- Plan and coordinate the annual parish Trunk or Treat fundraiser each fall.
- Plan and coordinate the annual Trivia Night fundraiser for youth ministries each winter.
- Develop and coordinate additional fundraising initiatives to support parish youth ministries.
- Assist with the annual Parish Fall Fest.
- Plan and implement additional youth activities, service projects, and special events throughout the year.

Administration & Collaboration

- Prepare, manage, and monitor the youth ministry budget in collaboration with the Parish Business Manager, with the goal of maintaining a self-supporting high school youth ministry program while keeping the middle school program within budget.
- Utilize social media and other communication methods to evangelize, promote programs, and engage students and families.
- Maintain regular communication with parish leadership and staff.
- Ensure compliance with diocesan Safe Environment policies and practices, including required VIRTUS training.

Qualifications and Requirements

Education & Experience

- Bachelor's degree in theology, religious education, religious studies, youth ministry, or a related field preferred.
- Previous experience working with youth preferred.

Knowledge, Skills & Abilities

- Must be a practicing Roman Catholic who models the faith and embraces stewardship as a way of life.
- Excellent written and verbal communication skills.
- Strong organizational, leadership, and interpersonal skills.
- Ability to develop positive relationships with youth, parents, volunteers, and staff.
- Ability to work collaboratively as part of a parish and school team.
- Must demonstrate initiative, reliability, sound judgment, and the ability to manage multiple responsibilities.
- Proficiency in Microsoft Office, social media, and the ability to learn parish management software.
- Ability to maintain confidentiality in all matters.

Work Schedule

- This is a full-time position requiring regular evening and weekend hours to accommodate youth ministry programs, religious education, retreats, conferences, and parish events.
- Occasional travel and participation in overnight youth conferences and retreats are required.

Physical Demands & Work Environment

The physical demands described are representative of those required to perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- Work is primarily performed in parish, school, and office settings, with occasional outdoor activities and travel.
- Duties include sitting, standing, walking, talking, and hearing, with occasional lifting or moving of supplies and materials.