



Job Title: Youth Minister		Hours: Full-Time, 40 hours per week. Schedule is based on the youth ministry team and parish needs. Evenings, weekends and overnight time will be necessary	
Department:			
Reports To: St. Albert Pastor			
Indirectly Reports To: Business Administrator Director of Youth Ministry			
FLSA: Exempt		Salary: \$45,000 annually or more Based on experience	
Start Date: May 15, 2026 or sooner			

Revision Date: 01-19-2026

JOB PURPOSE AND BACKGROUND

Job Purpose: Maintain and develop a solid Youth Ministry program for the youth of the Church of St. Albert as part of the STMA Catholic Youth Ministry program. The goal is leading the youth of the Parish to be closer to Christ and His Church.

STMA Catholic Youth Office Background: The Church of St. Albert and Saint Michael Catholic Church Youth Ministry Offices collaborate in all regards, because most of the youth are from the same school district. The youth ministry program operates as a single team with specific additional expectations for the St. Albert Youth Minister. The Youth Ministry team serves both Parishes and surrounding communities with equal attention and effort.

GENERAL EXPECTATIONS

1. Employment in and by the Church is substantially different from secular employment. Church employees are held to a different and, often, a higher standard of conduct.

Church employees must conduct themselves in a manner which is consistent with, and supportive of, the mission and purpose of the Church. Their behavior must not violate the faith, morals, or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. All employees are expected to respect Catholic doctrine and religious practice.

2. Given the evangelistic and Pastoral nature of this position, the Youth Minister must be a practicing Catholic who accepts all of the teachings of the Church and is personally pursuing the holiness of life that is necessary to be an authentic Catholic witness to the members of the Parish and the community.
3. Given the combined Pastoral and administrative nature of this position, hours vary from week to week. Evenings, weekends, and overnights will be required. Regular daytime meetings will be required. To maintain healthy staff relations, the youth minister is asked to spend at least eight (8) hours in the Office at the Church of St. Albert, with the remaining hours being flexible regarding which location they work. Many administrative tasks may be performed remotely.
4. The youth minister role is often event-based. As part of a team, the youth minister will have ownership for certain events from start to finish and play a supporting role in other events.

GENERAL RESPONSIBILITIES

1. Follow established Parish policies in all areas.
2. Pursue ongoing professional formation in areas of Parish ministry and evangelization; implement necessary changes with the approval of the Pastor.
3. Meets with St. Albert Pastor and the Directory of Youth Ministry monthly.
4. Maintain professional standards of confidentiality.
5. Take steps to correct unsafe conditions or behaviors, and always personally act in a safe manner.
6. Network with appropriate people at other Parishes and stay current on best practices in Parish youth ministry and evangelization.
7. Communicate effectively with staff, Parishioners, and volunteers, both orally and in writing. This includes one-to-one interactions, speaking with small groups, and speaking in front of large groups.
8. Work constructively with colleagues to maintain a collegial atmosphere among the staff.
9. Model behavior consistent with Catholic teaching.
10. Use technology effectively for both communication and daily job duties.

11. Accept feedback on job performance professionally and with an eye to continuous improvement.
12. Be present where needed, ready to work as needed to meet responsibilities. Recognize when situations require more effort, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.
13. Organize, prepare, and maintain files and information. Gather information from email, texts, and other sources, ensure all information has been received, follow up as necessary, organize reports and make them available for convenient reference, maintain for the designated time, discard at designated time.
14. Be present at all Parish Staff meetings/Staff Prayer.
15. Keep superiors and staff informed of schedules and events.
16. Help create and promote a productive environment where there is harmony, good morale, and cooperative teamwork.
17. Identify other responsibilities in the areas of Prayer, Sacraments, Fellowship and Service by the employee and approved and/or assigned by the St. Albert Pastor.

V. SPECIFIC RESPONSIBILITIES (include but not limited to):

1. Develops and evaluates goals for Youth Ministry with the Pastor of the Church of St. Albert in consultation with the Director of Youth Ministry and Pastor of St Michael Catholic Church.
2. In collaboration with the youth staff at both Parishes, maintain a strong youth ministry program for youth from grades 4 to 12.

Relational Ministry

1. Build personal relationships with children and teens at St. Albert, St. Michael and the STMA community for the purpose of inviting them deeper into their faith.
2. Provide personalized leadership training and ministry training to the high school Core Team and volunteers to empower them to perform ministry in their Parishes and community.
3. Offer direction and advice to youth in their faith journey, referring them to the Pastor and/or a spiritual director when appropriate.
4. Provide support to the OCIA program as assigned by the Pastor.
5. Visit all St Albert Youth TLC classrooms and Masses monthly. Assist as needed, answer questions, build relationships and promote youth ministry with the goal of increasing the participation rate of the Church of St Albert youths in the STMA program.
6. Attend Mass at St. Albert a minimum of one weekend/month (and at least on TLC

Sunday)

7. Be present at St. Albert Feast Day, Parish Festival and other parish events where youth are present.

Administrative Functions

1. Work with Youth Ministry team and volunteers to develop an integrated calendar of ministry events, activities, and services for the Parish community.
2. Assist the St Albert Youth Formation Coordinator to ensure that sacramental and formation requirements for youth are accomplished. Specifically for confirmation preparation and other sacraments as requested.
3. Work with Parish administrator, the Director of youth ministry, and Youth Office to create and maintain a youth ministry budget
4. Create a positive and productive environment by providing support, encouragement and recognition to volunteers and parents.
5. Ensure compliance with Parish policies and procedures and with all applicable Archdiocesan policies, particularly PCYI policies and reporting.
6. Conduct annual performance evaluations of programs and program volunteers.
7. Recruit, interview, and trains volunteers under the direction of the Director of youth ministry.
8. Participate in long range planning for the Parish as related to youth in the Parish.

Parish and Community Functions

1. Encourage volunteers and provide administrative support as requested.
2. In conjunction with other staff, assist the Director of youth ministry and the Parishes in the Discipleship-group model for evangelization and formation as well as Confirmation preparation.
3. Maintain strong relationships with Parish staff and leadership, volunteers, and parents, ensuring vibrant support within the Parish for Youth Ministry.
4. Facilitate Youth Ministry related meetings; attend staff meetings and other committee meetings as needed or requested by the Pastor.
5. Participate in Parish and staff activities as appropriate and in professional enrichment and continuing education programs.
6. Promote and maintain a respectful and effective working relationship with Archdiocesan officials and staff in order to provide a meaningful liaison with the Archdiocesan Church and its initiatives.
7. Work closely with the Pastor, staff and volunteers to promote the importance of Total

Lifelong Catechesis & Learning in Faith Together to support the Vision and Mission of the Church of St Albert.

8. Other duties as assigned by the Pastor of the Church of St. Albert in consultation with the Director of youth ministry. (e.g. Senior High Ministry, Junior High Ministry, Elementary School Ministry, Core Team Ministry, Discipleship Group Ministry, and Fundraisers)

VI. MENTAL DEMANDS

1. Dependable, punctual, honest, and able to develop and maintain a productive working relationship with Pastor.
2. Demonstrated ability to work well with others.
3. Understand the Parish culture and adjust actions to fit the culture. Enthusiastic, self-motivated and able to work alone without supervision, obtaining direction when needed.
4. Ability to work under pressure and with constant interruptions.
5. Demonstrated skills and interest in this type of work.
6. High level of organizational skills.
7. Strong communication skills.
8. Ability to follow all guidelines of the Parish Employee Policy Handbook
9. Plan for and implement multiple concurrent tasks.
10. Ability to plan, organize and meet deadlines.
11. Ability to be pleasant and service-oriented even when exposed to negative influences.
12. Keep supervisor and others informed
13. Always maintaining a positive and helpful attitude, even during difficult times.

The mental demands listed above are considered essential to the performance of the position.

VII. PHYSICAL DEMANDS

1. Be able to sit, stand, squat, lift and bend as required to move tables and chairs, to move boxes, and to perform other physical tasks common to a Parish.
2. Lift and maneuver objects up to 40 pounds.
3. Be able to use a computer keyboard for long periods of time during the day.
4. Be able to work long hours (12+) when the occasion demands.

The physical demands listed above are considered essential to the performance of the position.

VIII. QUALIFICATIONS

1. Demonstrate understanding and acceptance of Catholic doctrine.
2. BA or equivalent work experience including Youth Ministry, Teaching, or Theology.

3. 2+ years prior experience in Parish Youth Ministry preferred.
4. Understanding of Archdiocesan policies regarding Youth Ministry and Sacramental curriculum, including working knowledge of PCYI compliance, and reporting desired.
5. Team player with a positive attitude.
6. Experience in general office procedures with working knowledge of computers and Microsoft Office, and Google Office Suite.

Employee: I have reviewed this job description and understand that it is an accurate representation of the responsibilities of my job. I understand that as the organization's needs change, my job description will change.

Signature

Date

Supervisor: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this job.

Signature

Date