

PARISH: **Assumption Parish, Bellingham, WA** TITLE: **Pastoral Assistant for Youth Ministry**
NAME: REPORTS TO: **PA for Parish Life and Outreach**
DATE: GRADE:

1 POSITION PURPOSE

To develop and implement faith formation programs for middle school and high school youth, including sacramental preparation where appropriate.

2 SPECIAL ACCOMMODATIONS

This position, and the program it oversees, will be supported by both Assumption and Sacred Heart Parishes. The below job description is understood to apply to both parishes, and the position is intended to serve both parishes in proportion to their investment in the program.

3 MAJOR DUTIES AND RESPONSIBILITIES

- A. Works, through prayer and worship, accompaniment, catechesis, service, and socializing, to encourage middle and high school youth to become disciples of Jesus Christ.
- B. Recruits, enables, directs, trains, and supervises catechists and other personnel to assist in ministry to middle school and high school youth.
- C. Collaborates with Assumption Catholic School to ensure integration and collaboration between the school and parish communities.
- D. Actively promotes youth programs to the parish; provides a regular presence in the parish; communicates regularly with parents of youth regarding programs and events; prepares pulpit and bulletin announcements; creates flyers and advertisements to promote youth ministry in the parish.
- E. Works with parish multi-cultural communities to ensure that youth from all communities, especially immigrant communities, are well-served by parish youth programs.
- F. Serves as the staff liaison to young adult ministry efforts in the area.
- G. Develops and administers the youth program budget as delegated by the pastoral leader.

4 SECONDARY RESPONSIBILITIES

- A. Collaborates with the Pastoral Leader, staff, and consultative bodies in implementing the mission of the parish.
- B. Attends all parish staff meetings.
- C. Maintains a level of knowledge and skills required for this ministry through regular updating, reading appropriate materials and participation at workshops and conventions.
- D. Other duties as assigned.

5 APPROVED:

Employee: _____

Date: _____

Supervisor: _____

Date: _____