St. Nicholas, Miller City and Holy Family, New Cleveland
Youth, Young Adult, & Family Minister

General Summary
The Youth, Young Adult, & Family Minister position is a full-time opportunity with the parishes of St. Nicholas & Holy Family in the Diocese of Toledo in Northwest Ohio. This new position involves organizing ministry to the youth (Grades 7-12), young adults (post high school age through those in their 20’s and 30’s), and families in our parishes. The Youth, Young Adult, & Family Minister will work closely with the Coordinator of Religious Education, other Parish Staff, the Pastor, and parish volunteers to build up our ministry and outreach to these three groups. Various other responsibilities may include training and scheduling liturgical ministers and assisting with daily tasks in the Parish Office. Ministry to families may also include outreach to married couples. He/she will report directly to the Pastor. **Expected start time frame is May/June 2022. Deadline to apply is Friday, April 8.** Please submit applications to the Parish Office at parishoffice@stnicholasholyfamily.org.

Essential Duties and Responsibilities:
- Organize and train a core team of volunteers to assist in youth ministry, young adult ministry, and ministry to families (and potentially married couples).
- Plan and organize regular events and meetings for youth, young adults, families, and married couples.
- Planned frequency of events include:
  - Youth Group: weekly meetings/events
  - Young Adults: 1 meeting & 2 social events per month (or vice versa)
  - Families: quarterly events/activities
  - Married couples: 1-2 times per year
  - Retreats: 1 Jr. High and 1 High School Retreat annually.
- Encourage and build up intentional, courageous, faith-sharing communities among the different age groups.
- Maintain a “ministry of presence,” especially with our youth.
- Maintain regular office hours after school and/or early evenings to be available to the youth, young adults, and families of our parishes.
- Participate and collaborate in Parish Staff meetings and deanery events and meetings.
- Update the Pastor on a regular basis regarding ministry to the three focus areas of youth, young adults, and families —submit a quarterly review of these to the Pastor.
- Work closely and collaborate with the Coordinator of Religious Education (CRE).
- Develop and maintain a budget for ministry programs each fiscal year.
- Coordinate fundraisers for ongoing support of youth ministry programs.
- Receive ongoing formation and enrichment by attending diocesan conferences/retreats as well as creating and utilizing an account through *Franciscan At Home.*
- Cultivate relationships with parish/youth leaders of area parishes and school districts to maintain effective integration of our parish members with the larger community and deanery.
- Train various roles in Catholic liturgies (ex. Altar Servers, Extraordinary Ministers of Holy Communion, etc.).
- Assist with various tasks in the Parish Office as needed.
- Perform other related duties as assigned by the Pastor.

**Knowledge, Skills, and Abilities**
- Practicing Roman Catholic who loves the Church and her teachings and is not in conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic faith.
- Desires to be one who approaches their work more as a “ministry” than a “job.”
- Pursues this ministry with initiative, energy, and prayer. Must be flexible, self-confident, and assertive.
- Proven administrative skills including interpersonal relations, conflict resolution, and collaborative ministry.
- Basic mathematical skills.
- Ability to read, analyze and interpret general business periodicals and professional journals. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from youth, young adults, families and the general public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- An ability to establish rapport, putting people at ease; show genuine interest in others’ needs and feelings at appropriate times.
- Must successfully pass the required training/background check prior to employment and as required.
- High School Diploma or G.E.D.

**Physical Demands**
The physical demands described here are representative of those that are expected for an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is typically required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**Working Conditions**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Flexibility to work evenings and weekends, when necessary, and ability to travel and drive one’s own vehicle to various locations.