Pastoral Asst. For Youth and Young Adult Ministry
St. Anthony Parish Renton, WA

I. POSITION PURPOSE

The purpose of this position is to develop and implement the parish's commitment to youth and young adult ministry in a comprehensive manner. This includes the following elements: catechesis, evangelization, social action, community building, spirituality, liturgy, guidance and advocacy.

II. MAJOR DUTIES AND RESPONSIBILITIES

A. Participates in the comprehensive planning, implementation, and evaluation of the parish's programs, goals, and objectives, with specific focus on Youth Ministry. The Pastoral Assistant for Youth & Young Adult Ministry serves as a professional resource to parish staff regarding youth ministry. She also participates and cooperates in regional and deanery planning and collaboration efforts.

B. Assures the development of programs and activities for middle school and high school youth that foster spiritual formation and on-going faith opportunities. This should include but not be limited to retreats, religious education, socials, recreation, athletic activities, outreach programs, youth-oriented liturgies and community service opportunities.

C. Assures the development and implementation of the Confirmation Sacramental Preparation program of the parish.

D. Assures the development of a Youth & Young Adult Commission and is the staff support for this commission.

E. Provides parish support for the Paduans young adult program of St. Anthony parish and is their staff contact person in dealing with the parish.

F. The Pastoral Assistant for Youth & Young Adult Ministry recruits, enables, directs, trains, supervises and provides general and specific direction to adult parishioner volunteers involved with the Youth Ministry programs and activities.

G. Assures the budget for youth ministry is prepared and submitted in a timely manner. When budget is approved, assures the monthly monitoring of income and expenses and authorizes all expenditures for that budget. The Pastoral Assistant for Youth Ministry also assures the development and maintenance of accurate and confidential record-keeping systems.

H. Coordinates Youth Ministry meetings, celebrations and other events with the parish calendar.
I. Approves and coordinates the use of the Youth House by other youth and young adult programs of the parish when its use is appropriate.

J. Working with the Coordinator of Hispanic Ministry explores avenues for bringing the English and Spanish speaking youth communities together to celebrate, learn and share faith in the context of youth ministry programs.

K. Maintains a level of knowledge and skills required for the ministry. Reading appropriate materials and attending workshops and conventions accomplish this. The Pastoral Assistant for Youth & Young Adult Ministry also participates in regional, Archdiocesan and National Professional organizations.

This is a 32 hour a week position.

**About the Employer**

St. Anthony Parish is a multicultural parish of over 2000 families and a school of 500+ K-8 students. Within this English speaking community we share Hispanic, Vietnamese and Filipino cultural activities. We are located approx. 10 miles southeast of Seattle, WA.