DIOCESE OF HELENA

Job Title: Religious Education Youth Minister I, Pre K ---6th.
Parish: Our Lady of the Valley
Reports To: Pastoral Administrator/Pastor
FLSA Status: **Exempt (Salaried)**

Prepared By: Dcn. Steve Barry
Prepared Date: 5/10/2022
Approved By:
Approved Date:

Purpose:

This position manages the parish's children's religious education program for about 80 parish children from Pre-kindergarten through sixth grade. The position is a part-time position of 10 hours a week for nine-months of the year. (School year calendar- September through May) In addition the position leads the implementation of the parish "Vacation Bible School" during July or August. The Youth Minister must be a practicing Catholic, in good standing with the Church who is committed to the authentic teaching of the Catholic faith. This position reports to the Pastoral Administrator/Pastor.

Essential Duties & Responsibilities

Youth Religious Education Program:

1. Develops realistic plans, goals and objectives working closely and collaborating with the Jr. Hi/High and High School Youth Minister and OLV staff; assures program goals and objectives are in line with the vision of the Second Vatican Council and with Diocese of Helena guidelines.
2. Establishes the Annual Religious Education calendar, coordinating with OLV staff and considering parish activities, events, seasons and other resource commitments.
3. Develops a systematic and intentional educational instruction plan that utilizes a creative variety of formats, settings, and timeframes. Ensures access and inclusion for children with special learning needs.
4. Manages budget for all program expenses following the parish fiscal processes and procedures; submits receipts for purchases to the OLV Bookkeeper in a timely manner and seeks purchasing advice and assistance.
5. Recruits for and selects volunteer instructors based on class size and needs; provides instructor training, either personally or using other resources and supports instructors.
6. Communicates instructor expectations and processes and manages performance concerns directly and tactful, providing guidance and assistance to improve performance.
7. Assures volunteer instructors and helpers complete the Diocesan "Protecting God's Children" program and stay current with the VIRTUS monthly online updates; vigilant in protection of OLV youth.
8. Coordinates presentation by instructors of the "Diocesan Protecting God's Children" program materials to OLV RE students; completes documentation and submits as required.
9. Plans for classroom setup; reviews, evaluates and selects curriculum materials; if updating materials from prior years communicates with Jr. Hi/High School Youth Minister and Pastoral Administrator.
10. Purchases and maintains program resources including textbooks, liturgy materials, reference works and other necessary supplies following parish purchasing guidelines; prepares materials that are needed by instructors for the RE program.

11. Provides religious education to OLV students using established lesson plan materials and learning processes appropriate to varied children's' age groups.
12. Promotes the involvement of young people in parish life through ministry opportunities such as "Altar Serving" and seeks other opportunities to involve them in parish life. Encourages youth in developing their relationship to God in Christ and serving the OLV community.
13. Plans for and coordinates a "Children's Christmas Program" to celebrate the Christmas Season within the parish and showcase God's gifts and talents within our young community.
14. Accesses and coordinates the use of parish facilities following building safety and security procedures and guidelines. The Youth Minister will be provided with building access and security information.
15. Develops and implements in conjunction with the Jr. /Sr. High School Youth Minister and the Parish Bookkeeper a youth R.E. registration and attendance process; assist students and families in completing registration process and collects and remits tuition when received.
16. Assures open and frequent communication with parents and their children using a variety of means including text messaging, email, and hardcopy to assure families are kept up to date with program dates and times, requirements and changes; makes contact information available to RE families. Open to and listens to parent and child concerns and needs.
17. Advocates for OLV youth and shares youth needs, hopes and concerns with the parish.
18. Provides leadership and motivation in managing programs; uses history and data to track progress, processes and to measure results.
19. Recognizes problems when an issue arises or a program isn't working and responds; gathers information, sorts through issues; seeks input from Jr. Hi/H.S. Youth Minister and/or Pastoral Administrator; makes decisions using consensus when possible and communicates decisions to others.
20. Attends periodic OLV "staff" meetings; providing and receiving reports, information and updates; and seeking assistance and support when needed.

First Communion Program:

1. Plans and implements the OLV yearly First Communion program. This includes selecting program coordinators/instructors and supporting their needs as they form and ready parish children of the appropriate age for the Sacrament of First Holy Communion.
2. Works closely with Office Manager in scheduling the Sacrament of Reconciliation and the First Communion Mass with OLV Staff. First Communion is usually scheduled the Sunday before Mother's Day. Communicates important dates and times with parents of first communicants.
3. Develops and coordinates First Communion activities including arranging for photographs and a light snack and beverage reception.

Vacation Bible School:

1. Working closely with the Jr. Hi and High School Youth Minister leads the planning, coordinating and implementation of the youth "Vacation Bible School." This week long school is usually held during July or August and involves a more significant planning and organizing effort (20hrs wk.) before VBS and onsite coordination during the week of the program.
2. Promotes registration of VBS using the OLV Bulletin, signup sheets and Mass announcements.
3. Seeks instructor/facilitator resources and coordinating with other local Catholic parishes on using common shared themed resources. Utilizes Jr. Hi/High School Youth Minister and other parish connections with Carroll College to elicit young student teachers/facilitators.
4. Purchases supplies, snacks and other resources to provide students with an enjoyable and learned church experience.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without an accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Minimum Requirements:

- High School graduation or GED.
- Bachelor's degree in Religion, Education, Theology, Pastoral Ministry or a related field and/or a combination of education and experience is preferred.
- Practicing Roman Catholic in good standing with the Church
- 1-3 years' experience working with a volunteer staffed program; experience recruiting, organizing, and supporting volunteers in meeting program objectives, preferably a church education program.

Knowledge, skill or Ability:

- Motivated and a self-starter possessing good planning and organizational abilities; capable of managing more than one program or activities simultaneously.
- Ability to work effectively and responsibly within the Roman Catholic Church and cooperatively with parish and diocesan employees, priests, deacons, religious and lay people.
- Ability to communicate effectively orally and in writing with adults, using text, e-mail, phone and in person; and with children of varied ages. Delivers presentations, shares information and ideas with others, and has good listening skills.
- Ability to establish and maintain effective working relationships with OLV parents, staff, supervisors and peers.
- Ability to catechize and teach children Catholic religious principles, practices and doctrine using age appropriate methods and means.
- Ability to complete "Protecting God's Children" training and remain current on VIRTUS on-line monthly training bulletins.

Competencies:

Service

Committed to customer service excellence; is attentive to detail and accuracy and looks for improvements continuously. Monitors quality levels, finds root cause of quality problems, and owns/acts on quality problems.

Collaboration

Works well with others and displays team-oriented behaviors in all interactions. Actively works to create a win-win environment, and treats customers and other partners with respect.

Innovation

Generates new ideas and challenges the status quo. Supports change, solves problems creatively, and encourages creativity in others.

Caring

Demonstrates concern for others; shows respect for our customers, coworkers, and business partners.

Integrity
Deals with others in a straightforward and honest manner; is accountable for actions; maintains confidentiality, and behaves in a manner consistent with the Diocesan Code of Business Ethics and conduct.
Adaptability/Flexibility
Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, and adjusts plans to meet changing needs.
Productivity
Manages a fair workload, volunteers for additional work, prioritizes tasks, develops good work procedures, manages time well, and handles information flow.
Teamwork
Meets all deadlines and responsibilities, listens to others and values opinions, helps leader to meet goals, welcomes newcomers and promotes a team atmosphere.

Physical Demands:

The physical demands described here are representative of those that must be met by 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 frequently required to stand, walk, sit, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This part-time position allows an individual to plan and prepare RE programs on a flexible work at home schedule. A Religious Education Office, which has office supplies, copy machine, etc. is available at OLV. The Religious Education Program requires on site coordination and supervision on Sundays generally from 9 to 10 a.m., between Masses. Hours of work other than for scheduled Religious Education Programs are flexible to the needs of the individual. The work environment is generally within a controlled atmosphere building with a moderate noise level. During Vacation Bible School there may be outside activities that involve standing, stooping and lifting less than 50 pounds in warmer summer temperatures.

Salary and Benefits:

Hours: This is a part-time position entailing up to 10 hours a week for nine months of the year. (We follow the School Year Calendar, generally September through May.) In addition the Vacation Bible School will entail additional planning and organization work prior to and then during one week school in July or August.

Benefits: Benefits in accordance with the Diocese of Helena policies. This position, based on the part-time nature of the work is not eligible for the usual and customary diocesan benefits.

The above statements are intended to describe the general nature of the work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications. Our Lady of the Valley Parish reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

I am able to perform the essential functions of this position with/without accommodations.

Employee Signature:_____ Date: _____

Pastoral Administrator/Pastor:_____ date:_____