

Position Descriptions for Lay Ecclesial Ministry Leaders in the Diocese of Gary

Contents	Page
○ Introduction	2
○ Theological Competencies	2
○ Pastoral Associate Description	4
○ Director of Religious Education/Faith Formation & Coordinator of Religious Education/Faith Formation Descriptions	9
○ Youth Ministry Coordinator Description	17
○ Liturgy/Music Director Description	24
○ Appendix	37

Prepared by the Position Description Committee:

Fr. Ed Moszur, Fr. Francis Lazar, Norma Dvorscak, Laura Monteen,
Phil Dietrich, Joe De Frier, Vickie Blackwood, Anne Verbeke,
Kristopher Seaman, Kevin Driscoll, Frank J. Zolvinski

Introduction

The mission statement of a parish is the consensus proclamation by its pastor and people of the basic reasons why a parish exists here and now. It is the role of the Parish Pastoral Council, in collaboration with the pastor and staff, to create a vision or plan for how the mission of the parish will be implemented. It is in this context that the hiring of a staff person must take place.

The pastor, along with the members of the Pastoral Council, the commission and staff must determine together if this position is a priority for the parish. The following questions may be of help with this initial dialogue:

- What are the needs of the parish in this area of ministry?
- How would this position fit into the overall vision of the parish, and would it fit into the vision for this particular area?

The search committee, whose membership would include members from the commission and other pertinent committees, would develop the position description, advertise the position and interview the applicants. Prior to hiring a person consideration should be given to the following:

- Does the ecclesiology of the applicant fit with the parish?
- Does the applicant have sufficient theological preparation for the position?
- Does the applicant recognize and accept that all are called through Baptism to continue the mission of Jesus?
- Does the applicant have the necessary gifts to work with the parish vision/plan?

Theological Competencies

A person hired for the parish staff positions described in this manual should have as a minimum a certificate from the Diocesan Lay Ecclesial Ministry Program or have completed the courses listed below in an accredited institution.

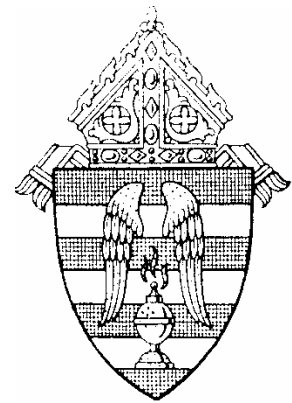
- **Scripture** - Appreciation of the power of Scripture to transform lives.
- **Christology and Trinity** - Understanding of God's self-revelation in creation, Scripture and the person of Jesus.

- **Ecclesiology** – Appreciation for the mission of the Holy Spirit in the formation, empowerment and commissioning of early Church communities.
- **Moral Theology and Decision Making** – Understanding of scriptural, theological and philosophical foundations and principals of Catholic moral teaching, conscience formation, and decision-making.
- **Worship, Liturgy and Sacrament** – Understanding of the theological and historical development of the Eucharist, sacramental, liturgical and devotional life of the Church.
- **Pastoral Theology** – Understanding of the relationship between the academic disciplines of theology and pastoral care.
- **Catholic Identity and Ecumenism** – Understanding of Catholic beliefs, values and traditions including various styles and forms of Catholic life and worship.

A person who is hired for a staff position must be willing to submit to a background check and participate in the Virtus Protecting God's Children Program.

A Guide for Hiring

❖ Youth Ministry Leader



Office for Youth & Young Adults
Diocese of Gary

Youth Ministry Leader

Catholic youth ministry is the response to the faith community to the needs and gifts of young people. Catholic youth ministry calls young people to be disciples of Jesus; fosters their responsible participation in the life and mission of the faith community; and fosters their personal and spiritual growth.

~ National Certification Standards for Lay Ecclesial Ministers, 2003

The Diocese of Gary Office for Youth & Young Adults (OYYA) recommends these standards in accordance with those set forth in the *National Certification Standards for Lay Ecclesial Ministers*. These standards were established with input from the *National Federation for Catholic Youth Ministry*, the *National Association for Lay Ministry*, and the *National Conference for Catechetical Leadership*, and approved by the *United States Conference of Catholic Bishops Commission on Certification and Accreditation*.

About Youth Ministry Leaders

These proposed standards pertain to all youth ministry leaders. The “youth ministry leader” is the person who organizes, animates, and coordinates the people, programming, and resources within parish, school, and/or community-based settings to provide a comprehensive ministry effort with adolescents. These individuals may conduct ministry under a variety of titles, including but not limited to *Coordinator of Youth Ministry*, *Director of Youth Ministry*, *Parish Youth Minister*, and/or *Campus Minister*.

In the Diocese of Gary, “youth ministry” is generally defined as experiential and faith-based ministry to adolescents in grades 6-12.

Some pastoral associates, and catechetical leaders may also share responsibility for youth ministry and as such may be considered lay ecclesial ministers serving as youth ministry leaders.

While catechesis is an integral component of an effective youth ministry program, the youth ministry leader is inspired to integrate catechesis into a holistic and comprehensive approach as detailed in *Renewing the Vision: A Framework for Youth Ministry* (USCCB). It is a blessing to the entire parish community when the youth ministry leader works collaboratively with the Religious Education/Faith Formation Leader on matters of adolescent catechesis.

The intent of this guide is to provide pastors, and/or parish search committees and parish pastoral councils with a foundation for developing a job description(s) and/or hiring a youth ministry leader. The contents are arranged so that parish leaders can tailor the job description(s) to their particular parish.

Position Descriptions

Prior to hiring a youth ministry leader, parish leaders and/or search committees should discuss and define the responsibilities of the employee, based on the specific mission and vision of the parish. It is strongly recommended that the parish pastor collaborate with as many entities as possible in this process, including but not limited to: Parish Pastoral Council and Commissions, associate pastors, parish staff, concerned parents, and youth leaders. The following questions can be of assistance in developing a position description:

- Why is our parish interested in hiring a youth ministry leader now?
- What advantages will a salaried youth ministry leader bring that are not possible with the volunteers we have now?
- How does a youth ministry position fit into our overall parish goals and financial priorities?
- What are the top three goals of our youth program?
- What will our youth program look like in three years if we hire a youth ministry leader now?
- What kinds of youth ministry are already happening in our parish? How will hiring a youth ministry leader impact the youth ministry that is already happening?
- What are the unique needs of youth in our parish? Have we consulted with parish teenagers and their parents?
- Do we want a full-time or part-time leader? Why?
- What can we afford? What *must* we afford?
- Have we looked at some of the youth ministry resources published in recent years to give us an idea of current trends and possibilities?
- Have we consulted with the Diocesan Office for Youth & Young Adults?
- How will the youth ministry leader collaborate with other parish leaders, including the pastor, Parish Pastoral Council, other ministry coordinators, etc.?

- What can we learn from other parishes that already have a youth ministry leader? What mistakes can we avoid?

Specific Responsibilities of the Youth Ministry Leader (YML)

The parish youth ministry program is based on the USCCB document, *Renewing the Vision: A Framework for Catholic Youth Ministry*. The goals of youth ministry are to:

- Call young people to be disciples of Jesus Christ.
- Draw young people into the life, work, and mission of the faith community.
- Foster the total personal and spiritual growth of young people.

In most every parish, the lay ecclesial youth ministry leader is responsible for developing a pastoral ministry with youth. The youth ministry leader reaches out to all youth in the faith community, provides for formal catechesis, invites, and enables youth to serve others. He/she develops close communication with and mutual support from families of youth and collaborates with parish and staff and other community and parish/school youth organizations.

When developing a position description, parish leaders and/or search committees should carefully evaluate the specific responsibilities of the YML. Listed below are some examples, some of which may or may not apply to the person a parish is about to hire.

Fill in the box for all responsibilities that apply.

Program Development

Acts as a role model and collaborates with the faith community to implement the components of Catholic youth ministry:

- Utilizes the aims, principles, processes, and methods of adolescent catechesis in implementing adolescent faith formation including sacramental preparation.
- Facilitates the development of community among youth, families, church, and society.
- Invites young people into intimate relationship with Jesus Christ and empowers them to live and witness as disciples in today's world.
- Engages youth in the social mission of the church in accord with Catholic social teaching.
- Enables healing, growth, and healthy development of youth in their relationships.
- Enables young people to celebrate and deepen their relationship with the triune God through individual and communal prayer and participation in the liturgical life of the church.

- Engages the church and broader community in voicing and addressing the rights and needs of youth.
- Affirms and calls forth the gifts of youth and adult leaders and provides opportunities for their ongoing spiritual and leadership development.

Recruitment and Training of Leaders

- Recruits, trains, assigns, and evaluates the youth leaders; coordinates participation in diocesan-sponsored training programs (i.e. Diocesan Youth Council).
- Serves as an advisor and support to youth leaders.
- Recruits, screens, trains, assigns, and evaluates the adult leaders.
- Coordinates participation in diocesan-sponsored training programs.
- Monitors the efforts of volunteer adult leaders and evaluates progress.
- Makes special efforts to gain the endorsement, support, and involvement of all adults, especially parents and parish organizations.
- Defines the responsibilities of each adult leader/advisor.
- Publicizes and offers education programs and support systems for volunteer leaders.

Administration

- Initiates ways of gathering data on the needs, interests, attitudes and beliefs of youth and uses this data to respond to the identified needs of youth.
- Plans, organizes, and implements programs/experiences that provide a holistic approach in meeting the needs/interests of youth, including parish, diocesan, and—when appropriate—national and worldwide events.
- Submits annual financial report and budget; administers budget throughout the year.
- Maintains necessary office and program records, including a log of activities and time.
- Determines effective means for publicizing and promoting programs and experiences.

- Submits periodic reports to the pastor detailing programs in youth ministry.
- Initiates procedures for evaluating all aspects of the parish's ministry to youth.

Communication

- Keeps the parish faith community informed of youth ministry activities and goals.
- Advises, communicates, and cooperates with other parish and diocesan organizations.
- Works with youth ministry team on goals and programmatic ideas for meeting needs.
- Participates in parish governing structures to insure greater participation of youth in parish life and to facilitate communication and decision-making.
- Supervises and coordinates scheduling of youth events and activities.
- Keeps informed through attendance at diocesan, regional, and national conferences, regular reading, and membership in professional associations.
- Is aware of community agencies and resources, including local schools—both public and Catholic—that interface with youth.
- Sets annual goals and objectives for each junior/senior high program as requested.
- Regular communications and periodic evaluation meetings with the Pastor are recommended, to ensure that all expectations are met.

Program Objectives

The specific objectives of the parish youth ministry program are to:

- Create environments that allow the young people to connect with the Word and Eucharist of Jesus Christ.
- Serve as a liaison for the young people in the life of the parish community and to make them more visible in parish life.
- Provide young people with service opportunities.
- Provide a safe environment and a place where young people share and grow together in faith, learning more about being a committed Catholic Christian.

- Provide a systematic and intentional catechesis for young people.
- Develop an intentional outreach to uninvolved and unchurched youth.
- Involve young people in the prayer and worship of the community.

Safe Environment

- The YML is required to participate in all diocesan-mandated safe environment procedures, including, but not limited to, VIRTUS training and background checks.
- The YML supervises and coordinates safe environment compliance for all adult leaders in the youth program, including, but not limited to, VIRTUS training, background checks, and Volunteer Applications.

Specialized Competencies

In *National Certification Standards for Lay Ecclesial Ministers*, (USCCB 2003), the following are listed as specialized competencies for youth ministry leaders:

- Demonstrate an understanding of the history, vision, goals, themes, and components of Catholic youth ministry as outlined in the U.S. bishops' pastoral plan, *Renewing the Vision: A Framework for Catholic Youth Ministry*, and related church documents.
- Utilize theories, models, processes and methods of Catholic youth ministry.
- Demonstrate an understanding of adolescent developmental needs within the contexts of youth and popular cultures.
- Collaborate with the faith community and parish leaders in implementing a comprehensive, holistic Catholic youth ministry.

Appendix

Employment and Interviewing Concerns

1.	Education/Formation	34
	Pages: 34-36	
2.	Advertising an Open Position	37
	Pages: 37-39	
3.	Employment Concerns	40
	Pages: 40-43	
4.	Interviews	44
	Pages: 44-53	
5.	In Conclusion	54
	Page: 54	

Education and Ongoing Formation for Professional Development

- The minimum standard for all professional lay ministry leaders in the Diocese of Gary is a certificate of completion from the Lay Ecclesial Ministry Formation program.
- It is preferred that all Pastoral Associates, Directors/Coordinators of Religious Education, Youth Ministry Leaders, and Liturgy/Music Directors Coordinators be in possession of or working toward a degree or certificate in theology or pastoral studies.

The following are places where one can participate in ongoing formation:

These are institutions or programs available for ongoing education and formation.

Diocese of Gary

Lay Ecclesial Ministry Formation Program

Anne Verbeke
9292 Broadway
Merrillville, IN 46410-7088
219-769-9292 ext. 280
www.dcgary.org

Liturgical Institute

Kristopher Seaman
9292 Broadway
Merrillville, IN 46410-7088
219-769-9292 ext. 226
www.dcgary.org

Youth Ministry University
(Weekend Training in Comprehensive Youth Ministry)
Kevin Driscoll
9292 Broadway
Merrillville, IN 46410-7088
219-769-9292 ext. 229
www.dcgary.org

Indiana Catechetical Leadership Institute
Frank Zolvinski
9292 Broadway
Merrillville, IN 46410-7088
219-769-9292 ext. 230
www.dcgary.org

Catholic Theological Union
5401 South Cornell
Chicago, IL 60615
733-324-8000
www.ctu.edu

CTU Summer Institute: Youth Ministers Week
773-753-5337, ctu.edu/summer www.ctu.edu/summer.edu

University of Notre Dame
Department of Theology or School of Music
Notre Dame, IN 46556
219-631-7282
www.nd.edu

St. Mary of the Woods College
St. Mary of the Woods, IN 47876
812-535-5149
www.smwc.edu

Saint Joseph's College
PO Box 984
Rensselaer, IN 47978
219-866-6000
www.saintjoe.edu

Catholic University of America
Department of Theology
Washington, DC 20064
202-319-5000
www.cua.edu

Calumet College of St. Joseph
2400 New York Avenue
Whiting, IN 46394
219-473-7770
www.ccsj.edu

Loyola University
Institute for Pastoral Studies
Lewis Towers
820 North Michigan Avenue
Chicago, IL 60611
1-800-424-1238
www.luc.edu

Center for Ministry Development/Loyola University Institute of Pastoral Studies
Certificate in Youth Ministry Studies
Diocese of Gary Office for Youth & Young Adults or...
773-508-2350
www.cmdnet.org

Boston College Pastoral Institute
Chestnut Hill, MA 02467
617-552-8000

Saint John's University
School of Theology or Liturgical Music Department
Collegeville, MN 56321
www.csbsju.edu

Advertising an Open Position

The diocesan Offices of Worship, Youth Ministry, Religious Education, and Lay Ecclesial Ministry Formation Program receive calls from interested parties seeking employment within parishes. Please call the Office of Worship, Youth Ministry, Religious Education or Lay Ecclesial Ministry Formation Program to advertise an opening. The information you supply will be placed in the office files and will be given out on request. In addition, the office will place information on the website.

How to Write an Advertisement:

- The title of the position
- List the required skills, necessary qualifications and overview of responsibilities
- Parish contact information
- Note: One should not include terms that would indicate a preference for someone who is young or mature, male or female, etc.

You may also advertise positions through various organizations. Here is a sample. Most, if not all advertisements, charge a nominal fee.

Northwest Indiana Catholic

219-769-9292 Voice
219-738-9034 Fax
NWIC Classifieds, Diocese of Gary
9292 Broadway
Merrillville, IN 46410
NWIC@dgary.org

National Catholic Reporter

1-800-444-8910 Voice
816-968-2268 Fax
NCR Classifieds
PO Box 419281
Kansas City, MO 64141-6281
www.natcath.org

Crux

10222 Monte Mar Drive
Los Angeles, CA 90064
www.cruxmag.com

America Magazine

1-800-627-9533
106 West 56th Street
New York, NY 10019-3803
www.americamagazine.org

National Association of Pastoral Musicians (NPM)

202-723-5800 Voice
202-723-2262 Fax
Hotline Ads
225 Sheridan Street NW
Washington, DC 20011-1452
www.NPMSING@npm.org

The American Guild of Organists

212-870-2310 Voice
212-870-2163 Fax
The American Organist Classifieds
475 Riverside Drive, Suite 1260
New York, NY 10115
www.agohq.org

National Conference of Catechetical Leadership (NCCL)

NCCL
202-636-3826 Voice
202-832-2702 Fax
3021 4th Street
Washington, DC 20017-7702
www.nccl.org

National Association of Parish Catechetical Directors (NPCD)

NPCD
202-337-6232 Voice
202-333-6706 Fax
1077 30th Street, N.W.
Suite 100
Washington, DC 20007-3852
ncea.org/departments/npcd

Youth Ministry Network

Visit: ymnetwork.net

National Federation for Catholic Youth Ministry (NFCYM)

Announcements can be submitted in three ways:

Fax: 202-526-7544

E-mail: rubym@nfcym.org (indicate “Job Bank” in the subject line)

Online Form: nfcym.org

Announcements will be posted to nfcym.org .

Interviewing an Applicant for Youth Ministry Coordinator

Questions presented to the applicant(s) should be gleaned from the previously-listed standards and competencies.

The following are sample questions the interviewer(s) may ask the applicant(s) at the actual interview:

- What is your vision for youth ministry?
- Provide an example of an event, program, or initiative you would implement at this parish.
- How can we more effectively minister to teens that will never participate in a formal youth ministry program?
- Are you familiar with *Renewing the Vision*, the Bishops' document on youth ministry? If so, what are some strategies you would use to make our parish's youth ministry comprehensive?
- What do you see as your greatest asset in youth ministry?
- Share examples of how you have been an advocate for teens.
- Name one event or program that was most influential to teens and why?
- What can parish youth ministry programs provide for teens that they can't get somewhere else?
- If your parish youth ministry were a partnership, whom would you consider to be a partner of your firm?

What Not to Ask

- The applicant's age
- Marital status
- Arrest record
- Relationships with current employees
- Citizenship
- Special needs or disabilities
- Race/Color/Ethnicity
- Sex/Gender
- National origin
- Veteran status
- Do not dominate the conversation

Note: All questions ought to relate to the applicant's skills and qualifications.

In Conclusion

For personal assistance and consultation on information in this guide or information on “suggested” salary scales, please contact the Diocesan Program Coordinators.

www.dcgary.org

Pastoral Associates

Anne Verbeke 769-9292 ext. 280

Director/Coordinator of Religious Education

Frank J. Zolvinski 769-9292 ext. 230

Youth Ministry Leaders

Kevin Driscoll 769-9292 ext. 229

Liturgy/Music Director

Kristopher Seaman 769-9292 ext. 226

Bibliography

Some useful resources:

American Guild of Organists. *Model Contract Provisions for Church/Temple Musicians*. New York, AGO, 2001. Website: www.agohq.org/about/index.html

American Guild of Organists. *Salary Guide*. New York: AGO, 2003. Website: www.agohq.org/about/index.html

Sheila Browne and John J. Miller. *Qualifications for a Director of Music Ministries*. Washington DC: National Association of Pastoral Musicians, 1995. ISBN: 1-888360-00-3.

Virgil Funk. *An NPM Workbook: Job Descriptions, Contracts, Salary*. Washington DC: National Association of Pastoral Musicians, 1988. ISBN: 0-912405-59-7.

John A. Romeri, et al. *Hiring A Director of Music: A Handbook and Guide*. Washington DC: National Association of Pastoral Musicians, 1991. ISBN: 0-912405-83-X.

Special Acknowledgements

- Office for Youth & Young Adults

Special acknowledgements to:

Phil Dietrich, Youth Ministry Coordinator
St. Patrick Catholic Church
Chesterton, IN

Office of Catholic Youth Ministry
Archdiocese of Cincinnati
Cincinnati, OH

Task Group on Certification and Accreditation
National Federation for Catholic Youth Ministry
Washington, DC

National Certification Standards for Lay Ecclesial Ministers
(USCCB, 2003)

Standards developed by the National Association for Lay Ministry, the National Conference for Catechetical Leadership and the National Federation for Catholic Youth Ministry and approved by the United States Conference of Catholic Bishops Commission on Certification and Accreditation.

Diocese of Gary Office for Youth & Young Adults

Kevin Driscoll, Coordinator

9292 Broadway

Merrillville, IN 46410

219-769-9292 x229 • dgary.org/youth

FOR THE COMPLETE DOCUMENT, INCLUDING SPECIFIC INFORMATION FOR LAY ECCLESIAL MINISTRY POSITIONS IN THE AREAS OF PASTORAL LEADERSHIP, RELIGIOUS EDUCATION, AND LITURGY, PLEASE CONTACT THE DIOCESE OF GARY AND REQUEST THE BOOKLET,

Position Descriptions for Lay Ecclesial Ministry Leaders in the Diocese of Gary