

## **JOB DESCRIPTION**

La Purisima Catholic Church  
Orange, CA

**Date Prepared: February 12, 2024**

**Date Issued: February 16, 2024**

**Date Revised:**

**Approved By: Rev. Martin Nguyen**

**Approved By: Rowena Morales**

**POSITION TITLE:** Youth and Family Life Minister

**JOB CLASSIFICATION:** Full time - Non-exempt

**PAY RANGE:** \$28 to \$30 per hour and eligible for employee benefits

**DEPARTMENT:** Religious Education

**REPORTS TO:** Director of Religious Education

**SUPERVISORY RESPONSIBILITY:** Help supervise youth and adult volunteers

### **SUMMARY OVERVIEW:**

We are seeking a dedicated and passionate individual to join our team as a Youth and Family Life Minister. This role will focus on creating a nurturing and supportive environment for middle school and high school students, as well as providing resources for the families of La Purisima to deepen and strengthen their faith. The ideal candidate will have a strong understanding of youth ministry, possess excellent communication skills, and be committed to fostering spiritual growth and development in young individuals and families. To draw young people to responsible participation in the life, mission and work of the faith community.

### **ESSENTIAL FUNCTIONS:**

The Youth and Family Life Minister is responsible for the for following, but are not limited to:

1. Develop and execute weekly events for middle school and high school students, fostering a welcoming and inclusive environment for their spiritual growth and personal development.
2. Collaborate with the Director of Religious Education to align youth and family programs with the overall mission and vision of La Purisima Catholic Church.
3. Create and implement age-appropriate curriculum and activities that promote spiritual exploration, character development, and community engagement.
4. Provide pastoral care and guidance to youth and their families, offering support during challenging times and celebrating milestones and achievements.
5. Foster a sense of belonging and inclusivity among youth and families, ensuring that all individuals feel valued and respected within the community.

6. Coordinate and facilitate regular meetings and workshops for parents and families, equipping them with resources to deepen their faith and strengthen their relationships.
7. Collaborate with other ministry leaders and volunteers to integrate youth and family programs into the broader church community.
8. Maintain accurate records of attendance, program evaluations, and other relevant data, and provide regular reports to the Director of Religious Education.
9. Stay informed about current trends, best practices, and resources related to youth and family ministry, continuously seeking opportunities for professional development.
10. Adhere to all safety guidelines and protocols to ensure the well-being and security of youth and families during events and activities.
11. Fulfills other duties and responsibilities as identified by supervisor or Pastor.

**QUALIFICATIONS & EXPERIENCE:**

- Bachelor's degree in theology, religious studies, or a related field is preferred.
- Prior experience working with youth and families in a ministry or educational setting is highly desirable.
- Strong understanding of and commitment to the principles and teachings of the faith community.
- Excellent interpersonal and communication skills, with the ability to connect with youth, parents, and volunteers effectively.
- Demonstrated organizational and time management abilities, with the capacity to handle multiple tasks and responsibilities simultaneously.
- Proficiency in utilizing technology and social media platforms to engage and communicate with youth and families.
- Ability to work collaboratively as part of a team, while also being self-motivated and capable of working independently.
- Flexibility to work evenings and weekends as required by the program schedule.

**DESIRED:**

- Bilingual English/Spanish

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

<b>Typical Working Conditions:</b>	Typical office environment.
<b>Equipment Used:</b>	Basic computer equipment, keyboard, mouse, telephone, copier, printer, calculator and paper shredder.
<b>Essential Physical Tasks:</b>	Communicate, move, remain stationary, reach, occasionally carry materials as needed weighing up to 30 lbs.