

April 11, 2017

Attached is the application packet for the Pastoral Assistant for Youth Ministry (Grades 5-12) position at St. John the Baptist Parish. Please include a current resume with your application.

The application deadline is Thursday, May 18, 2017.

Please contact me if you have any questions.

Rose Kinsella  
Pastoral Assistant for Administration  
253-630-0701, ext. 103  
rosek@sjtbcc.org

PARISH: St. John the Baptist – Covington, Washington  
TITLE: Pastoral Assistant for Youth Ministry (Grades 5-12)  
SUPERVISOR: Joan Williamson, Pastoral Assistant for Faith Formation  
GRADE: Z1-6 HOURS: 40 HOURS PER WEEK  
START DATE: July 5, 2017

I. POSITION PURPOSE

The purpose of this position is to develop, organize and direct the youth ministry programs for youth in grades 5-12. In addition, incumbent will lead the sacramental preparation program for Confirmation.

II. MAJOR DUTIES AND RESPONSIBILITIES

- A. Collaborates with the Pastor and other staff and appropriate parish commissions, committees and groups in implanting the mission of the parish. This is accomplished by participating in comprehensive planning, implementation and evaluation of the parish programs, ministries, goals and objectives.
- B. Serves as Pastor's liaison and advisor to the parish commissions, committees and ministry groups who are involved with the youth ministry programs. Develop a Parent Advisory Board.
- C. Assures the recruitment, training, motivation, support and evaluation of the youth ministry teams to accomplish the goals and objectives of the youth ministry (i.e. Confirmation, Core, Retreat, Outreach, Environment and Hospitality teams). Collaborates with Music Ministry Coordinator and Truthful Reign Band on music needs.
- D. Facilitate the youth ministry team meetings and debriefings. Assists in preparing and implementing lessons and assist teams through weekly planning sessions.
- E. Lead in coordination of communication between support committees, youth ministry teams, band and other staff. Lead in publicizing youth ministry programs and events.
- F. Develop, implement and coordinate youth retreats. Provide written evaluation tool for participants to complete.
- G. Develop, implement and coordinate youth mission experiences.

- H. Collaborates with the Pastoral Assistant for Faith Formation in developing and implementing the Confirmation program. Collaborates with the Pastoral Assistant for Liturgy, Music Ministry Coordinator and the Pastor to plan, implement and celebrate the Sacrament of Confirmation per the policies and standards of the Archdiocese of Seattle.
  - I. Work with a committee of youth to plan and implement an annual appreciation event for all youth ministry volunteers.
  - J. Assures the operating budget for youth ministry is prepared and submitted in a timely manner. When the budget is approved, assures the monthly monitoring of income and expenses and authorizes all expenditures for this budget.
  - K. Assures the purchase and allocation of all curriculum, materials, equipment and all other resources necessary to implement the youth ministry programs.
  - L. Coordinates use of parish facilities for the youth ministry programs. Assures that programs and events are included in the annual parish calendaring process.
  - M. Be available to families, youth and point person at all Life Teen Masses. Collaborate with the Pastoral Assistant for Liturgy and appropriate liturgical ministry coordinators to assure all liturgical needs are met for the Life Teen Mass.
- III. GENERAL RESPONSIBILITIES
- Maintains level of knowledge required for parish ministry. This is accomplished by reading appropriate materials and attending workshops, conferences and classes. In addition, participate in regional, Archdiocesan and national professional organizations as opportunities arise.

# *The Catholic Community of St. John the Baptist*

*Where stewardship is a way of life and the diversity of our gifts  
answers Christ's call to proclaim and live the Gospel*

## **PASTORAL ASSISTANT FOR YOUTH MINISTRY**

### **Personal Qualities**

Parish pastoral ministers are people of faith called to proclaim the Gospel, build community and be of service in today's world. Because they have a primary responsibility for fostering the development of their faith community, all pastoral ministers must be especially skilled in facilitating and fostering a sense of mutual ministry among all members of the parish. Pastoral Ministers:

- Are knowledgeable about Roman Catholic Church teachings and practices.
- Express their spirituality as an integral part of themselves.
- Speak and act in ways congruent with the Church's faith and beliefs.
- Nurture their relationship with God through experiences of prayer. They reflect regularly on God's presence in all of creation and have a regular pattern of prayer.
- Respect individuals and demonstrate sensitivity to the rich ethnic, racial and cultural diversity of parishioners; they celebrate and integrate the individual uniqueness of all persons.
- Maintain respect for the dignity, worth and potential growth of individuals and communities and for alternative points of view.
- Take responsibility for themselves, make decisions and deal with the consequences.
- Set goals, articulate personal values and make decisions in light of personal values and without undue influence from others.

### **Professional Qualities**

Pastoral ministers are persons of faith who:

- Articulate their theology of ministry, including a personal vision of spirituality, justice and community.
- Serve the Roman Catholic faith community in Western Washington in a manner that does not compromise the church they represent.
- Know and understand the Roman Catholic faith, including Scripture, church history and teachings, and pertinent Canon Law.
- Function effectively in a team or collaborative ministry in their work environment.

Pastoral ministers are competent in interpersonal and relational skills including:

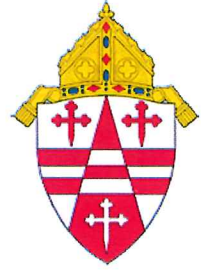
- Communication skills, such as speaking and writing clearly, teaching effectively, providing adequate information to assure program success, active listening and assertiveness.
- Ability to maintain confidentiality of sensitive issues.
- Enabling and empowering skills, such as fostering participation of others, motivating and affirming, eliciting collaboration and enthusiasm, providing a sense of parish ownership, and delegating appropriate responsibilities.
- Group process skills, such as leading or facilitating groups, understanding process techniques, involving others, building rapport and trust, managing conflict, and acting with sensitivity to the diversity of cultures, economic backgrounds and value systems in the group.
- Ability to function effectively in a team or collaborative ministry setting.
- Listening and referral skills, including knowledge of resources within parishes, communities, deaneries and the Archdiocese.

Pastoral ministers are capable of basic management skills, including:

- Planning skills, such as needs assessment, goal setting and evaluation.
- Administration skills, such as program implementation, record-keeping, budgeting, delegation and scheduling.
- Personnel skills, such as supervision, training, motivation, evaluation, team building, affirmation and support, consensus decision-making, conflict management and public relations.

ARCHDIOCESE OF SEATTLE

St. John the Baptist Catholic Church  
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Covington, WA 98042  
(253) 630-0701; Fax 253-630-3174  
www.sjtbcc.org



# EMPLOYMENT APPLICATION

POSITION APPLYING FOR \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_  
Last First Middle

ADDRESS \_\_\_\_\_  
Street City State Zip Code

E-MAIL ADDRESS \_\_\_\_\_

HOME TELEPHONE NUMBER \_\_\_\_\_ BUSINESS TELEPHONE NUMBER \_\_\_\_\_

CELL PHONE NUMBER \_\_\_\_\_ ARE YOU AT LEAST 18 YEARS OLD?  YES  NO

IF THE POSITION YOU ARE APPLYING FOR REQUIRES MEMBERSHIP IN A CATHOLIC PARISH OR FAITH COMMUNITY (as indicated in the minimum requirements for the position), PLEASE IDENTIFY YOUR PARISH/COMMUNITY:

\_\_\_\_\_

ARE YOU CURRENTLY OR HAVE YOU EVER WORKED FOR A PARISH, SCHOOL, CHANCERY OR AGENCY OF THE ARCHDIOCESE OF SEATTLE, CATHOLIC COMMUNITY SERVICES, OR OTHER CATHOLIC ENTITY, OR ARE AN ORDAINED PRIEST/WOMEN RELIGIOUS?  
 YES  NO  
IF YES, PLEASE INDICATE WHERE: \_\_\_\_\_

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS?  
(Proof of employment eligibility will be required upon employment)  YES  NO

HOW DID YOU HEAR ABOUT THIS OPENING? \_\_\_\_\_  
Please list specific website, newspaper, etc.

### EDUCATION/SKILLS:

	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CIRCLE LAST YEAR COMPLETED	GRADUATED?	LIST DIPLOMA OR DEGREE
HIGH SCHOOL			1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE			1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE			1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Persons needing accommodation to complete the application process should notify the parish.

**OTHER TRAINING/EDUCATION/SKILLS:**

**PREVIOUS EXPERIENCE:**

Please list name, address, and phone number of previous employment, military, or volunteer experience with most recent experience first.

1. Name of Organization \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Status: \_\_\_ Volunteer \_\_\_ Full Time paid \_\_\_ Part Time paid Current/Ending salary \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_

Duties and responsibilities of position:

Reason for Leaving \_\_\_\_\_

Name known by (if different than present name) \_\_\_\_\_

2. Name of Organization \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Status: \_\_\_ Volunteer \_\_\_ Full Time paid \_\_\_ Part Time paid Current/Ending salary \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_  
Duties and responsibilities of position:  
  
  
  
  
  
  
  
  
  
Reason for Leaving \_\_\_\_\_  
Name known by (if different than present name) \_\_\_\_\_

3. Name of Organization \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Status: \_\_\_ Volunteer \_\_\_ Full Time paid \_\_\_ Part Time paid Current/Ending salary \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_  
Duties and responsibilities of position:  
  
  
  
  
  
  
  
  
  
Reason for Leaving \_\_\_\_\_  
Name known by (if different than present name) \_\_\_\_\_



