



## Archdiocese of Regina

### YOUTH MINISTER'S ASSISTANT

#### Overview

Youth Ministry aims to develop leadership skills, foster community, cultivate a stronger sense of justice, build self-confidence and promote spiritual maturity among the parish's youth. Under the direction of the Youth Minister, the Youth Minister's Assistant helps the Youth Minister implement youth programs and services at the parish.

#### Activities/Responsibilities

- Is present and assists with Youth Ministry events at the parish at the discretion of the Youth Minister, such as:
  - Administrative functions;
  - Hospitality;
  - Presentations, conferences and workshops;
  - Faith sharing;
  - Service projects and fundraising events;
  - Retreats;
  - Social and sporting events
- Participates fully in the community of parish youth as an exemplary member of the Youth Ministry.
- Shares the faith accurately and seeks support, when necessary.
- Brings to the attention of the Youth Minister and/or the Youth Minister's Director any matters that arise regarding the parish youth.
- Communicates frequently with the Youth Minister and Youth Minister's Director.
- Is available for meetings and training on both the parish and diocesan levels.

**The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.**

**Other specifics:**

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### **Skills, Experience, and Qualifications**

- Is known in the parish community, participates in parish life and is of good character.
- Has attended the parish for at least 2 years or is known to the parish community.
- Demonstrates maturity and professionalism.
- Can relate effectively and communicate clearly with others, especially youth.
- In cases of emergency, knows contacts and/or procedures.
- Is willing to participate in ongoing formation.

### **Personal Traits and Qualities**

*(The following description may be of assistance to those considering this position)*

- Desires to serve the community and to commit time and talents to this ministry.
- Needs to be a person of prayer.
- Honest, dependable and can maintain strict confidentiality.
- Sufficient maturity to exercise this ministry with proper attention.
- Shows energy, enthusiasm and a concern for youth and their families.
- Is comfortable sharing her/his personal faith.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

### **Orientation and Training**

- Standard parish orientation program.
- There are resources and sessions provided through the Office of the Youth Coordinator at the Archdiocese of Regina.

### **Participant Group**

- Other Youth Minister's Assistants, youth and their families.

### **Support, Supervision, and Evaluation**

- The Youth Minister's Director is the first level of support, supervision and evaluation.

### **Length of Ministry**

- \_\_\_\_\_ year term.

**Benefits and Working Conditions**

- Will directly contribute to the social well-being of the parish community.
- Will enhance personal growth of faith
- Opportunity to perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position which requires a time commitment of \_\_\_\_\_ hours per week or \_\_\_\_\_ hours per month.
- Must be available to attend all regularly scheduled meetings.
- Must be able to attend the orientation session and training sessions as required.

**Screening Recommendations**

- This is a High security position.
- Completion of a Volunteer Information Form is required.
- An interview and personal reference checks are required.
- A Criminal Record Check is required.
- Training and orientation are required.
- There will be supervision by the Pastor and/or designate.
- Participant follow-up will be conducted.

<b>This ministry position description accurately reflects the Ministry of Youth Minister's</b>	
<b>Assistant currently practiced at _____</b>	
<b>Parish.</b>	<b>(Parish Name)</b>
_____	
Parish Volunteer Screening Committee	
_____	
Pastor or Designate	Date

**Prepared by the Archdiocese of Regina**  
*Adapted from the Archdiocese of Toronto*

