

Effective Date: April 6, 2026

POSITION DESCRIPTION

Job Title: Youth Minister & Safe Environment Coordinator
Department: Ministry

Reports To: Business Administrator
Direct Reports: None

FLSA Status: Full-Time Employee

Position Summary: The Youth Minister & Safe Environment Coordinator leads all youth ministry programs and events for students in 6th to 12th grade in the parish cluster of St. Thomas the Apostle in Corcoran and Ss. Peter & Paul in Loretto, while the Safe Environment Coordinator is responsible for ensuring compliance with all safe environment policies for the parishes.

Essential Functions of the Position:

- Be an active and participating Roman Catholic, striving for holiness daily.
- Cultivate a daily life of prayer and intimacy with our Lord, to share the Gospel more effectively.
- Oversee all regular youth ministry programs for youth (6th to 8th grade) at the parish, including the Middle School youth group and High School Dead Theologian Society (DTS) meetings.
- Recruit, train, and support high school and young adult volunteer leaders (Cor Team) through instruction, encouragement, and prayer to develop new leaders and strengthen the ministry team.
- Direct and oversee Totus Tuus for students (1st to 12th grade) and Vacation Bible School (Preschool to Kindergarten).
- Assist in planning and leading Extreme Faith Camp (EFC) for students (6th to 12th grade) with other local parishes (Alpha Week).
- Oversee various EFC fundraisers, in coordination with the Men's Club and Knights of Columbus.
- Recruit and oversee volunteer chaperones for all youth events.
- Support parents in their role as "primary educators of the faith." Provide resources, encouragement, and instruction on bringing the faith into the home.
- Manage the budget with support from the Business Administrator.
- Plan and maintain a schedule of all youth events.
- Promote youth events and update ministry social media platforms.
- Assist in religious education as needed.

- Ensure that employees and volunteers who interact with minors or vulnerable adults each complete and maintain Safe Environment credentialing.
- Work with the Director of Religious Education to ensure all students receive personal safety lessons.
- Complete and submit the annual Spring Audit Report when requested by the Archdiocese of Saint Paul and Minneapolis.
- Ensure the parish follows all Safe Environment standards and practices.

Job Requirements (Knowledge, Skills, and Abilities):

- Demonstrate a desire to lead and support youth in their faith.
- Must pass a background check.
- Must complete or have completed Safe Environment training.

Job Qualifications: (Education and Experience):

- Experience working or volunteering in a ministry position.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

I have reviewed this job description, which accurately reflects the essential functions of my position. I understand that this list is not comprehensive. As the organization's needs change, duties and responsibilities may also change, or new ones may be assigned at any time.

Name

Date

If interested in learning more about this great opportunity, please send your cover letter and resume to SPPOffice@saintsppta.org.