



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 6<sup>th</sup> to 12<sup>th</sup> 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.

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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.

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Name

\_\_\_\_\_  
Date