

**ARCHDIOCESE OF CHICAGO
PARISH COORDINATORS OF YOUTH MINISTRY
Job Analysis Worksheet**

To be used in determining the salary for a Coordinator of Youth Ministry starting in a new parish, or when there is a significant change in experience, responsibilities, education or certification. This form may be used for a person who has responsibility for the total or parts of a parish youth ministry program.

The parish Coordinator of Youth Ministry (CYM), is the person who under the direction and supervision of the pastor, coordinates and implements specific youth ministry programs for early, middle or late adolescents as designated by the pastor.

PARISH: _____

PASTOR: _____

COORDINATOR OF YOUTH MINISTRY: _____ **DATE:** _____

STEP ONE: In dialogue with your pastor, determine your job evaluation points for the following factors:

FACTOR ONE: EDUCATION (Complete Parts A, B & C)

PART A: Formal and Ministerial Education (Circle *ONLY* the highest level attained.)

- BS or BA, non-religious major 10
- Completion of Lay Ministry program, Diaconate program, or other extensive non-academic, formalized ministerial training 15
- Archdiocesan Catechist Certification 15
- BS or BA, with major in theology, education, pastoral studies, or relevant to position 20
- Advanced Certificate in Youth Ministry, Catechetical Leadership, or other relevant to position from a Catholic Institution or diocese. 25
- Master's Degree in Religious Education, Theology, Pastoral Studies or other related field relevant to position. 30

Points Part A: _____

PART B: Professional Certification

The Office for Catechesis and Youth Ministry has developed a comprehensive certification process, based on the *USCCB/CCA National Certification Standards for Lay Ecclesial Ministers serving as Youth Ministry Leaders*. Points are awarded to those Youth Ministers who have successfully completed the certification process and maintained their certification.

- Archdiocese of Chicago Certification: 20

Points Part B: _____

PART C: Ongoing Professional Education (Mark all those applicable completed during the last three years, *not to exceed 15 points*)

- Approved retreat of 1-3 complete days (1 point per day) _____
- Attendance at Archdiocesan & National Leadership Days and Conferences: _____
 - ____ Youth Ministry Leadership Gathering (1 point)
 - ____ Theological Intensive (4 points)

- ___ Chicago Catechetical Conference (2 points per day)
- ___ Festival of Faith (2 points per day)
- ___ National Conferences relevant to ministry: (2 points per day, with a maximum of 10 points)
- Participation in ministry related workshops or institutes (1 point) _____
- Auditing a graduate course (2.5 per course maximum 10 points) _____
- Successful completion of:
 - ___ A graduate or post-graduate course for credit, related to ministry (5 Points)
 - ___ Catechetical Leadership Certificate Program (4 points)
 - ___ Chicago Catholic Scripture School (2 points per year)
 - ___ Liturgy Institute Certificate Program (LIC) (4 points)
 - ___ Pastoral Ministry Certificate (4 points)
 - ___ Clinical Pastoral Education (CPE) or other relevant to ministry (4 points)

Points Part C: _____

Factor One: Education: (Parts A, B & C, not to exceed 60 points) Total Points: _____

FACTOR TWO: EXPERIENCE (Complete Parts A and B)

PART A: Youth Ministry Leadership or Catechetical Leadership experience in any diocese or parish with General and Specific Responsibilities as listed under Factor Three. (Circle points for total full and/or part time, not to exceed 20 points)

| <u>Years</u> | <u>Full Time</u> | <u>Part Time</u> |
|-------------------------|------------------|------------------|
| 1 – 5 completed years | 5 | 2.5 |
| 6 – 10 completed years | 10 | 5 |
| 11 – 15 completed years | 15 | 7.5 |
| Over 15 completed years | 20 | 10 |

Points: Part A _____

PART B: Previous work in the field of education, catechesis, community, social or recreational services, administration, management, training volunteer catechists, youth ministers and or other ministers. (1 point for every year, maximum of 15 points)

| <u>Itemize:</u> | <u>Years</u> |
|--------------------------|--------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| Total years' experience: | _____ |

Points Part B: _____

Factor Two: Experience (Parts A and B, maximum 20 points) Total Points: _____

FACTOR THREE: MINISTRY RESPONSIBILITIES (Complete Parts A & B)

A maximum of 120 points are given to the Coordinator of Youth Ministry according to the Responsibilities listed below in Parts A and B. Circle those which apply and add the points related to the responsibility.

PART A: General Responsibilities (circle all that apply)

1. Articulates and implements a plan for comprehensive youth ministry in light of the parish vision and mission and the archdiocesan policies. 5

- | | |
|--|---|
| 2. Collaborates with Pastor, Religious Education Director or Coordinator, Pastoral Coordinator, and other members of parish staff to advocate, assess and meet the needs of youth in the parish community. | 5 |
| 3. Plans, implements and evaluates comprehensive youth ministry and faith formation programs for: | |
| ----Early adolescents (J-H ages 11-13) | 5 |
| ----Middle adolescents (H-S ages 14-17) | 5 |
| ----Late adolescents (post HS ages 18-21) | 5 |
| 4. Manages recruitment, orientation, ongoing formation opportunities, supervision and evaluation of youth team leaders, and other adult personnel working with youth. | 8 |
| 5. Provides for the formation and education of catechists for youth leading to archdiocesan certification. | 5 |
| 6. Maintains and updates necessary budget, equipment, office files, programs, and records of youth and volunteers. | 5 |
| 7. Reports statistics of parish youth ministry annually as requested for the annual report | 2 |
| 8. Participates in meetings and relates to cluster, deanery, vicariate, archdiocesan and ecumenical structure as appropriate. | 5 |
| 9. Coordinates archdiocesan <i>Safe Environment</i> programs for youth, volunteers and parents in youth ministry programs and services. | 4 |

Points Part A: _____

PART B: Specific Youth Ministry Responsibilities (*Circle all that apply*)

MINISTRY OF EVANGELIZATION AND CATECHESIS

- | | |
|--|---|
| 1. Coordinates, provides and implements formal catechesis for youth outside preparation for Confirmation | 5 |
| 2. Prepares teens for the sacrament of Confirmation | 4 |
| 3. Oversees liturgical preparation and celebration of the sacrament of Confirmation. | 3 |
| 4. Works with small groups to provide formal and informal faith sharing | 2 |
| 5. Provides outreach and evangelization to youth in the community | 2 |

MINISTRY OF PRAYER AND WORSHIP

- | | |
|--|---|
| 1. Collaborates with appropriate members of parish staff to assure youth inclusion in the general parish liturgical celebrations | 2 |
| 2. Trains and encourages youth to serve as worship leaders in programs and parish liturgical celebrations | 3 |
| 3. Plans and implements specific youth liturgical celebrations | 2 |
| 4. Serves as prayer leader at youth gatherings when appropriate and is present for parish worship on Sundays and other liturgical celebrations | 2 |
| 5. Plans, directs and supervises youth retreats and other prayer opportunities | 3 |

MINISTRY OF COMMUNITY LIFE AND PASTORAL CARE

- | | |
|---|---|
| 1. Manages fund raising programs for youth ministry | 3 |
| 2. Organizes and supervises field, sports programs, as well as other social and recreational opportunities for youth | 3 |
| 3. Involves youth in parish and community celebrations, activities and events. | 3 |
| 4. Provides referral to appropriate counseling resources and programs for crisis prevention and intervention for youth. | 2 |

MINISTRY OF JUSTICE AND SERVICE

- | | |
|---|---|
| 1. Provides peace and justice education for youth | 3 |
| 2. Directs service projects for youth | 4 |

MINISTRY OF LEADERSHIP DEVELOPMENT

- 1. Plans and provides formal and informal leadership training and opportunities for youth 3
- 2. Plans and provides programs for parents of adolescents 3
- 3. Involves youth in national and regional events 2
- 4. Involves youth in vicariate, deanery and archdiocesan events 2
- 5. Develops and monitors peer ministry programs 2

MINISTRY OF ADVOCACY

- 1. Maintains communication with other parish, high school and college youth and campus ministers, as well as with ecumenical and social outreach organizations in the community. 1
- 2. Provides for a youth job referral program 1
- 3. Networks with Boy Scouts, Girl Scouts, Campfire, Jr. Daughters of St. Peter Claver, Adventurer programs, etc. 1
- 4. Coordinates the production and distribution of a teen newsletter 2

OTHER RESPONSIBILITIES

- 1. Bilingual Program 5
- 2. Other _____(please specify and add 2 points each) _____

Points Part B: _____

Factor Three: Responsibilities (Part A & B not to exceed 120 points) Total Points: _____

STEP TWO: Add Up Your Total Points

FACTOR ONE _____
 FACTOR TWO _____
 FACTOR THREE _____
 TOTAL: _____

STEP THREE: Convert the Total Points in Step Two to a Salary Grade

| TOTAL POINTS : | GRADE |
|----------------|-------|
| 160 – 200 | 10 |
| 120 – 159 | 9 |
| 80 – 119 | 8 |

New Coordinator of Youth Ministry Grade: _____

Continuing Coordinator of Youth Ministry Previous grade: _____

New grade: _____

Please check: _____ **Certified** _____ **Approved**

STEP FOUR: RELATE THE GRADE ASSIGNED TO THE SALARY SCHEDULE FOR LAY OR RELIGIOUS COORDINATORS OF YOUTH MINISTRY

Please send a copy of this work sheet to the:

Office for Catechesis and Youth Ministry
Meyer Center
3525 S. Lake Park Ave.
Chicago, IL 60653