

**YOUTH MINISTER  
EMPLOYMENT OPPORTUNITY  
Archdiocese of Grouard-McLennan**

Job Title: Archdiocesan Youth Minister  
Reports to: Archbishop and Vicar General  
Schedule: Full time (36 hours per week)  
Salary Range: \$41,000 - \$44,000 annually

**About the Archdiocese of Grouard-McLennan**

The Archdiocese of Grouard-McLennan is in northwest Alberta, covering more than one-third of the land surface of Alberta. There are 63 parishes and missions, grouped into five deaneries, and served by about 27 diocesan and Religious priests, 2 permanent deacons and two Religious women. The cathedral is in McLennan; the Chancery Offices are located in Grande Prairie. There are 19 First Nations and 4 Metis Settlements.

**JOB SUMMARY:**

The Youth Minister will perform a wide variety of activities to direct and coordinate a strong, faith-filled youth ministry aimed at helping youth grow as disciples of Jesus Christ. This person is to have purposeful engagement in relational ministry with youth and their parents and young adults, building up communities of faith in the parishes and Catholic schools of the Archdiocese. To that end the youth minister works with local volunteers to develop and coordinate youth and young adult programs in the parishes and deaneries, and the archdiocese as a whole. We are looking for that unique individual who has the spirit and heart for ministry as well as the ability to organize and run a comprehensive and engaging ministry.

The term “youth” is understood to include three age levels:

1. Those in elementary school (aged about 12 to 14).
2. Those of secondary school age (roughly 14 to 18 years of age).
3. Those who are establishing themselves as young adults by means of college studies, initial full-time employment or marriage (i.e. 18 to 35 years of age). Young adult activities and participation in WYD will be the focus of ministry for this age range.

**DUTIES AND RESPONSIBILITIES**

- **Leadership** of a Youth Ministry Committee and core team in planning and coordinating programs and services.
- **Evangelization and Catechesis** of youth and young adults in the Archdiocese, working collaboratively with the Archdiocesan director of Evangelization and Catechesis in identifying, promoting and delivering programs of faith formation for youth and young adults and building communities of faith among youth and young adults in the schools and parishes and deaneries of the Archdiocese.
- **Administration** of events for youth and young adults, including responsibility for budgets and promotion, reporting, and maintaining related data bases of information pertinent to Youth Ministry.
- **Cooperation and collaboration** with chancery officers and other archdiocesan councils and committees.

## **POSITION SPECIFICATIONS/REQUIREMENTS:**

### **Skills, Knowledge and/or Abilities**

- Strong personal relationship with Jesus and a deep love for the Catholic Church; must be a practicing Catholic
- Passion for evangelizing and encouraging personal discipleship among youth and young adults
- Able to work collaboratively in team environments
- Effective organizer, planner, and implementer
- Proficiency in: Word, Excel, and Microsoft Office; email and text communication; internet and social media platforms.
- Strong verbal and written communication skills.
- Ability to pass a criminal background check.
- A working knowledge of French is an asset.
- Own a safe and reliable vehicle, and be able to maneuver roads in northern and winter conditions.
- Be familiar with Indigenous culture and history in Canada, and be able to engage comfortably with Indigenous communities.

### **Education, Training and/or Experience**

- BA in Theology/Religious Education or a related educational field and/or a certificate in ministry or theology from a Catholic institution of higher learning.
- Past experience with youth ministry.
- Knowledge of current youth culture and current trends and issues within those cultures.

## **WORKING ENVIRONMENT**

The Youth Ministry Office is located in the Chancery offices of the Archdiocese of Grouard-McLennan in Grande Prairie, Alberta.

This position entails flexibility of work hours, including some evenings and weekends each month. The youth minister must keep track of hours worked, and average 36 hours a week each month.

## **APPLICATION MATERIALS:**

### **Applicants should provide the following:**

- Resume and Cover Letter
- Names and contact information for two professional and two personal letters of reference.
- Written answers (no more than 200 words) to the following questions:
  - What are your strongest skills in the role of an archdiocesan youth minister?
  - In which youth ministry skills do you believe you need further training, experience, or practice?

## **APPLICATION SUBMISSION:**

Application materials should be sent to [exec.agm@live.ca](mailto:exec.agm@live.ca)

OR

Youth Minister Application  
Archdiocese of Grouard-McLennan  
10301-102 Street  
Grande Prairie AB T8V 2W2