



Sample Parish and Regional Young Adult Ministry Leadership Roles and Responsibilities

Sample Parish Leadership Team

Coordinator: serves as the liaison between the YAs, the parish, and the archdiocese. Roles include chairing quarterly planning meetings, sending the monthly newsletter, getting events in the bulletin, and attending the DCCatholic meetings

Spiritual chair: plans Bible Studies, book clubs, and talk series throughout the year

Service chair: coordinates consistent monthly service project as well as additional projects throughout the year as desired in the community, organizes YA volunteers to assist at larger parish-wide events

Social chair: plans social events such as trivia night, holy/happy hour, hikes, museum tours, networking nights, ask a priest night, etc.

Sample Regional Leadership Team

1. Chaplain

Serve as an advocate and liaison among brother priests in the region

Provide spiritual care for the YA leaders to help them grow in their faith

Be present at monthly leadership meetings to help with offering a parish-perspective and assist with logistics as needed

Be visible at YA events to offer a 'ministry of presence'

Support YA ministry at one's local parish

2. Co-Chair

Oversee general direction of ministry

Make and print agendas for leadership meetings

Run leadership meetings

Coordinate leadership team/delegate work

Onboarding of leadership team (i.e., following up with new recruits)

Liaison with Archdiocese (i.e., communicate with Jonathan)



3. Co-chair

- Oversee general direction of ministry
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- Onboarding of leadership team (i.e., following up with new recruits)
- Liaison with Archdiocese (i.e., communicate with Jonathan)

4. Treasurer

- Note taker at leadership meeting
- Email notes to leadership team
- Manage budgeting/funds
- Receive receipts from people's expenses
- Count donations as needed
- Email parish liaison re: expenses

5. Communications Coordinator(s) (website, facebook/twitter, gmail account, and distribution list)

- Oversee all publicity and communications (social media, email distribution list, etc.)
- Manage and disseminate information to be shared at each parish
- Email parish reps from each parish to advertise events
- Website update (as needed)

6. Small Group Coordinator

- Recruit young adults to be small group leaders
- Mentor individual small group leaders and visit small groups as needed
- Provide resources and formation sessions for small group leaders
- Promote small groups to the broader young adult community

7. Parish Representative Roles (as many representatives as you have parishes)

- Communicate regional ministry information to parishes
- Meet regularly with pastor/staff team
- Build local relationships with young adults in the parish
- Maintain and regularly add to a list of young adults at the local parish
- Participate in or host a small group at the parish
- Participate in at least one regional event a month

8. Small Group Leaders (two per group)

- Host a small group in your home, parish space, or public space weekly or bi-weekly
- Work with small group coordinator, pastor and/or Office of Young Adult Ministry to decide upon small group content and regular session outline



Provide or coordinate hospitality at small group gatherings
Intentionally befriend, mentor, and pray for the members of the small group
Recruit members of the small group who have leadership skills to lead their own small group
Promote and participate in broader young adult ministry events

9. Event Coordinator

Coordinate logistics, schedule, and promote an ongoing young adult ministry event (e.g. monthly service project, Theology on Tap, monthly YA Mass, etc.)

