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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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.)