



## ARCHDIOCESE OF ST. LOUIS

*Cardinal Rigali Center  
20 Archbishop May Drive  
St. Louis, Missouri 63119*

Catholic Youth Apostolate

Office of Youth Ministry

p) 314.792.7650

f) 314.792.7619

*stlyouth.org*

## Youth Ministry Internship

### **Mission**

As Catholic clergy, and laypersons we seek to fulfill the goal of the Archdiocese of St. Louis to strengthen youth ministry under the leadership and vision of the Archbishop of St. Louis. Through support to parishes, event and program planning, direct ministry with teens and collaboration with other offices, institutions and the community we seek to empower young people to live as disciples of Jesus Christ in our world today, to draw young people to responsible participation in the life, mission and work of the Church, and to foster the total personal and spiritual growth of each young person. The interns of the OYM assist in this mission through programming development and office support while being formed in the spiritual and professional life of Youth Ministry.

### **Position Description**

The Youth Ministry Intern will gain experience in ministry through parish visits, meeting with youth ministers, and working in the Archdiocesan office setting. Additional tasks will include programming development, office support and large event logistics alongside diocesan staff. Hours are flexible dependent on class schedule and degree program requirements.

### **Regular Responsibilities**

- Resource evaluation, development and management
- Database management
- Accompany Coordinators of Youth Ministry on parish visits, meetings and Youth Minister Gatherings
- Contacting Parish Youth Ministers and Group Leaders
- Office support (preparing mailing, recording meeting notes, copying, filing, fielding phone calls and emails, etc.)
- Other projects based on skill set and program requirements

### **Specific Duties for Fall Semester 2015**

- Attend and serve as support staff for "Training Day" – youth leader training – September 12.
- Assist in logistics and programming preparation for "Generation Life" – annual trip to March for Life.
- Assist in developing resources to support parishes in youth ministry.
- Blog on specific topics to be determined by OYM and/or College program director
- Write articles for the OYM website i.e. summarizing Training Day, inform on future events, etc.
- Give presentations at various parish youth groups in the Archdiocese of St. Louis. This can be from personal testimony of faith, teaching on sacraments, or any area of our Catholic Faith.

### **Learning Objectives**

- Program planning and preparation
- Day-to-day duties of youth ministers
- Organization leadership and personnel management
- Development and management of database of participant information
- Ongoing spiritual formation and education

### **Qualifications**

- Practicing catholic in good standing with the Church
- Willingness to serve and live the sacrificial life
- Hard working, self-motivated, proactive
- Intern will coordinate academic credit and requirements thereof with degree program director