

## Key Roles: Leadership Team Structure

Most young adult ministry in parishes is led by young adult volunteers. The Office for Young Adult & Campus Ministry strongly suggests that young adult ministry be led by a **Leadership Team**. Here are some key roles to consider when forming your leadership team. Not every ministry will have all of these roles filled. When starting a new ministry, it is best to start at the top of this list and then continue to build the team from there.

- **Coordinator (1):** The Coordinator (1) is a young adult volunteer. This person will work with Coordinator (2) to help keep the entire program connected and cohesive. They will work to schedule meetings for the entire planning team and also work with the Parish Liaison and Chaplain to ensure that the ministry is being incorporated into the parish community.
- **Coordinator (2):** Same as above. The two coordinators should work collaboratively with each other. It is good to have two people serving as coordinator in case one person needs to step down. Both coordinators should be committed to areas of hospitality, welcome, and keeping track of membership.
- **Parish Liaison:** The Parish Liaison is a member of the parish staff. This person will work to provide support to the young adult ministry and also be an advocate for the young adults within the parish.
- **Spiritual Mentor:** The Spiritual Mentor may be a lay leader, priest, or religious sister who serves the young adult ministry of the parish. The Spiritual Mentor will work with the Coordinator and Parish Liaison to care for the spiritual needs of young adults. He/she will work closely with the Faith Team to determine how best to include catechesis and prayer within the ministry.
  - The Coordinators and Parish Liaison should work together to consider who should be asked to fill this role. It is important that someone with formal theological and pastoral training be connected to the group to ensure that the faith content presented is faithful to church teachings.
- **Faith Team (at least 2) Leaders:** This team should have at least two people serving to develop a plan for catechesis and worship opportunities within the ministry.
- **Social Activities Team (at least 2) Leaders:** This team should have at least two people serving to determine social activities for the group. The goal is to offer social events that will help young adults connect to each other in new ways.
- **Service Team (at least 2) Leaders:** This team is responsible for ensuring that the ministry offers opportunities to serve those in need.

- **Logistics Coordinator:** The Logistics Coordinator is a young adult volunteer who can help with the “behind the scenes” tasks. It is this person’s role to consider all the supplies that may be needed on a given night (laptop, projector, handouts, snacks, etc.) and make plans to obtain all that may be needed.
- **Communications Coordinator:** The Communications Coordinator will help coordinate communication about the ministry to both the young adult members and to the parish liaison and Chaplain. This person will help keep a presence on social media, the parish web site, and the parish bulletin, as needed.

## **Considerations for Leaders**

### **Be Prepared for Constant Change**

The only constant in Young Adult Ministry is that the ministry WILL change. The time of young adulthood is full of transitions. Once a Young Adult Ministry team is built, it is important to train ALL team members to be ALWAYS thinking about who could replace them on the team.

So many parishes have gone through this process and built up their young adult ministry only to see it fall apart when one or two of the leaders step down. In order to maintain a consistent ministry, it is important to first build up this leadership team and then train all team members to be looking for others to invite into the role of leadership. If/when someone steps down from leadership, there should be someone right there who is already familiar with the system and ready to replace them.

### **Personal Invitation**

Keep in mind that personal invitation is key. As an example, do not make an announcement to the whole group saying that “we need a logistics coordinator.” Instead, spend time getting to know the people who come to the group and ask the Holy Spirit to enlighten who to ask into specific roles. People are much more likely to be willing to help when it comes from this personal invitation and not from the broad announcement to the group.

### **Collaboration is Challenging**

Working with others on a team can be a challenging endeavor. Remember to have patience with each other as the ministry is built. Remember to keep a spirit of welcome even among the Leadership Team. Always be ready to welcome the gifts of others.

### **Sending Updates**

The Office for Young Adult and Campus Ministry works to stay connected to all young adult ministry leaders in the Archdiocese. To help in this endeavor, please keep the office updated when leaders change in your ministry. To submit an update, please go online to fill out the Leadership Team Update Form here:

[www.archgh.org/yacm](http://www.archgh.org/yacm).

