

# **Coordinator of Youth Ministry**

## **Holy Family Parish**

1010 35<sup>th</sup> Street  
Galveston, Texas 77550

### **Who we are:**

Holy Family Parish in Galveston is comprised of six churches: St. Mary's Cathedral Basilica, Sacred Heart Church, St. Patrick Church, Holy Rosary Church, Mary - Star of the Sea Church, and Our Lady by the Sea Church; and a parochial school – Holy Family School. The Catholic community of Galveston Island and of the Bolivar Peninsula continue to strive to be one Holy Family Parish, united in the joy of the Holy Spirit and in charity, as missionary disciples. Holy Family Parish offers diversity in worship locations, educational and fellowship opportunities.

### **Position Summary:**

Holy Family Parish has an immediate opening for a full time Coordinator of Youth Ministry (CYM). The CYM is primarily responsible for implementing and coordinating a comprehensive youth ministry program for Middle and High School students. The CYM reports to the Director of Religious Education (DRE).

### **Responsibilities:**

- Accountable to the Pastor and functions as a part of the Parish Pastoral Staff to ensure youth ministry is integrated with other parish ministries.
- Continuously assess and develop Holy Family's Youth Ministry program through advocacy, catechesis, community life, evangelization, service, prayer and worship, and pastoral care.
- Help in the design and implementation of catechetical programs.
- Prepare students to receive the Sacrament of Confirmation and engage parents and sponsors in the process.
- Collaborate with the heads of various ministries, clergy, staff, parish council, Archdiocesan offices, local schools.
- Recruit, train, and coordinate Youth Ministry volunteers.
- Ensure that all youth program volunteers are in compliance with the Office of Child and Youth Protection safe environment requirements.
- Plan and monitor Youth Ministry budgets.
- Maintain registration and attendance records.
- Maintain clear and open lines of communication with the students, parents, Pastor and staff.
- Attend and participate in Archdiocesan meetings, training and other required activities related to Youth Ministry.
- Plan and assist with fund raisers for Youth Ministry.
- Coordinate the participation of youth from Holy Family Parish in Archdiocesan and parish sponsored youth retreats and events.

- Manage other responsibilities that may be needed and as assigned by the Pastor.

**Qualifications:**

- Be an active and practicing Roman Catholic in full communion with the Church and with the ability to share the catholic faith to youth and young adults.
- Minimum of 21 years of age
- Minimum of 2 years of youth ministry experience (paid or volunteer)
  - To include: Administration/budgeting, youth ministry program development, recruitment and formation of volunteers, music and relational ministry.
- Minimum of a Bachelor's degree in Theology, Religious education, or another Youth Ministry, or a related field – or equivalent combination of experience and education.
- If not already completed, must be able to complete the Certification in Youth Ministry, Retreat Training Certification, Formation Toward Christian Ministry (FTCM), and Human Sexuality Certification formation process which are required for Youth Ministers by the Archdiocesan office of Evangelization and Catechesis. To be completed in a suitable amount of time. (as determined by the Pastor)
- Must have experience and a strong working knowledge of Microsoft Office.
- Bilingual (English/Spanish) preferred.

Interested and qualified candidates should send their CV and Cover Letter to:

[shepherdhfp@gmail.com](mailto:shepherdhfp@gmail.com)