

Coordinator of Youth Ministry

STS. SIMON & JUDE CATHOLIC CHURCH

The Woodlands, TX

Summary:

To implement a comprehensive youth ministry program for 5th-12th grade youth, that will attract youth within the community, and assist them in growing through discipleship in Christ.

The Coordinator of Youth Ministry must have the ability to see the vision and mission of Sts. Simon & Jude Catholic Church (SSJ) while managing the details and providing the structure that supports them.

Education/Experience:

Applicants must be at least 25 years of age with a minimum of 2-3 years youth ministry experience. This experience includes administration/budgeting, comprehensive youth ministry program development, recruitment and formation of volunteers and catechists, relational ministry and coordination of sacramental preparation for Confirmation and First Eucharist for ages 12-18. The Coordinator will have spiritual gifts in the areas of shepherding, community building, encouragement, faith and humility. He or she should be gifted in people management skills, a good listener, motivational, the ability to multitask and work on a number of projects at any given time and be willing to work as a team player. He/she should be experienced in handling a wide range of administrative, sometimes clerical, and executive support related tasks and able to work independently with little supervision. The applicant must have strong written and verbal communication skills, strong decision-making ability and attention to detail and demonstrate strong working knowledge of computers and proficiency in software programs, including Microsoft Office applications, PowerPoint, Outlook, Publisher, Excel, database systems and use of the Internet.

The applicant must also possess a minimum of a Bachelor's Degree in Theology, Religious Education, Youth Ministry, or related field. All applicants will be expected to have completed or be willing to complete formation required by the Archdiocesan Office of Adolescent Catechesis and Evangelization and will be required to work nights and weekends when necessary.

Interested applicants are invited to email their cover letter, resume and salary requirements to Villarreal@ssjwoodlands.com.