Youth Ministry Coordinator
Sacred Heart Catholic Church
109 N Frazier St. Conroe, TX 77301

Summary:
Sacred Heart Parish roots began in 1898 and is a part of the Archdiocese of Galveston-Houston, currently serves nearly 8,800 households. In addition to the church, Sacred Heart has a school that includes a Pre-k through 8th grade accredited Catholic School dedicated to providing an education, which promotes the spiritual, physical, intellectual, and social development of students all for the Glory of God. Sacred Heart Parish seeks a full-time, benefit eligible, Youth Ministry Coordinator who must be a Catholic possessing an active faith in good standing with the Church. This with the ability to translate this faith into action for others by promoting Christian values and growth in holiness responding to the spiritual and social needs of the youth in our parish. This position’s focus is on preparation, coordination, and implementation of a Team Ministry approach according to archdiocesan and parish guidelines. All is done in collaborative efforts with the Pastor and all on the Faith Formation Staff to build a solid foundation and understanding of the Catholic Faith.

Areas of Responsibility:
- Responsible for weekly youth nights (6th-12th grade), as well as weekly fellowship nights.
- Recruit, train, support and supervise adult youth ministry staff and workers.
- Coordinate a Catechetical Program for youth to support the total education program of the parish for Confirmation Preparation and for Post Confirmation.
- Develop a variety of retreats on a yearly basis as part of an effort to meet the spiritual needs of youth.
- Organize annual participation in the Archdiocese Junior High Youth Rally.
- Support and participate in archdiocesan-sponsored retreats, conventions, and other appropriate meetings.
- Meet as needed with the parish youth leadership team to collaborate in long-range planning for an evaluation of youth ministry.
- Host Youth Ministry social nights, bible studies, book studies, etc.
- Communication of policies, guidelines, procedures and other information for all parties involved (staff and those volunteering in youth ministry).
- Maintain a healthy and growing personal spiritual life and lead others to do the same.
- Attend staff meetings.
- Prepare and monitor budget relative to areas coordinated and related.

As well as other tasks assigned by the Pastor, or the Director of Evangelization & Catechesis.

Education/Experience:
Candidate must be Bilingual- Spanish/English. A college graduate with Bachelor’s or Master’s degree in theology, catechesis, religious education, religious studies, youth ministry or related area, or sufficient prior youth ministry experience is required. This position is full-time, exempt. It is understood that the hours will be set to serve the needs of the parish. Specific office hours should be maintained and advertised to the benefit of the parish family and staff.

Candidates should submit a resume and cover letter via email to jphilp@shconroe.org. Please place “Youth Ministry Coordinator” on the subject line.