

Youth Ministry Director

St. Thomas Aquinas Church

Sugar Land, TX 77478

Summary

St. Thomas Aquinas Catholic Church in Sugar Land, Texas is seeking a Youth Ministry Director in a full time position to coordinate our Confirmation, Edge and Life Teen programs for middle and high school youth. Responsibilities include but are not limited to:

- Prepare students to receive the Sacrament of Confirmation and engage parents and sponsors in the process.
- Prepare and implement curriculum and materials for Edge and Life Teen Programs.
- Work closely with the Pastor and his staff to ensure the youth ministry is properly integrated with other parish ministries.
- Recruit, train and coordinate Core Teams of adult volunteers.
- Maintain clear and open lines of communication with the students, parents, Pastor and staff.
- Ensure that all adult volunteers are Safe Environment trained.
- Plan and monitor program budgets.
- Maintain registration and attendance records.
- Plan and organize the Life Teen retreat.
- Plan and assist with fund raisers.
- Attend various Archdiocesan meetings and training seminars related to the Youth Ministry.
- Set a Catholic example for youth and parents by attending Mass and participating regularly in the Sacraments.
- Assist staff in other duties as determined in consultation with the Pastor.

Qualifications

- Bachelor's Degree in Theology or Education preferred.
- Previous Youth Ministry experience preferred.
- Must complete Safe Environment training.
- Must pass a background check.
- Must have working knowledge of Excel, Word, Publisher and PowerPoint applications and web design.

Work schedule

- Classes are held on Sunday afternoons and Wednesday evenings. Other workday hours will be determined in consultation with the Pastor.
- Director will be expected to attend and be present at retreats, days of reflection and other special events.

Resume submission:

Applicants may submit resumes by US Mail to Lee Meister, Business Manager at the above address or by email: lmeister@stasugarland.com. When submitting via email, cc to the Pastor, Father Joseph Pottemmel, MSFS: frjoseph@stasugarland.com.