

HOLY FAMILY CATHOLIC CHURCH
Coordinator of Youth Ministry

Holy Family Catholic Church is seeking a full-time Coordinator of Youth Ministry. The Coordinator must be a Catholic possessing an active faith in good standing with the Church, 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, Director of Religious Education, and all CCE staff, Catechists, and volunteers to build a solid foundation and understanding of the Catholic Faith.

Responsibilities and Tasks:

- Catechesis
 - Coordinate a Catechetical Program for youth to support the total education program of the parish for Confirmation Preparation and for Post-Confirmation
 - Collaborate with parish clergy to encourage youth participation in the sacraments especially Holy Eucharist and sacrament of reconciliation
- Service
 - Identify areas for service in the parish, the wider community, and the world — especially areas of social concerns and community worship.
- Retreat Ministry
 - Foster growth in prayer for the youth of the parish by creating opportunities for prayer groups, prayer experiences, liturgies
 - Develop a variety of retreats on a yearly basis as part of an effort to meet the spiritual needs of youth (e.g., ranging in length from two hours to several days, from retreats dedicated to fun-filled community building to those of more spiritual depth)
- Leadership Development
 - Recruit, train, support and supervise adult youth ministry staff and workers
 - Develop a parish youth leadership team for the purpose of assessing needs and planning
- Evangelization and Community Relations
 - Formulate and present to parish community a total vision of youth ministry at appropriate times and places.
- Knowledge and Competencies
 - Understand the scriptural and theological foundations of evangelization, including concepts such as revelation, discipleship and conversion
 - Utilize effective communication skills in all aspects of ministry

Requirements and Experience:

- ✓ Must be an active Catholic in good standing with the Church and an active visible member of a parish community
- ✓ College graduate with Bachelor's or Master's degree in theology, religious education, religious studies, or youth ministry or related area required
- ✓ Minimum of two years of parish catechetical experience
- ✓ Must be well versed in Catholic teachings and theology
- ✓ Must have excellent organization and communication skills
- ✓ Intermediate to advance proficiency levels in Excel, Word, and PowerPoint software
- ✓ Must have the demonstrated abilities to motivate and dialogue with youth and parents
- ✓ Must have the demonstrated abilities to work effectively in teams and other staff members
- ✓ Must be current in Safe Environment training compliance or must obtain confirmation that the training has been successfully completed within 30 days of their hire date.

Interested candidates who meet the requirements listed above are to submit a cover letter, resume, and references via email to information@holyfamilychurch.us with "Coordinator of Youth Ministry" in the subject line.