

# Youth Ministry Coordinator St. Rose of Lima Church

3600 Brinkman St.  
Houston, TX 77018

St. Rose of Lima Catholic Church is seeking a full-time Youth Ministry Coordinator of our Confirmation, Edge, and Life Teen programs for middle and high school youth.

## **Responsibilities:**

- 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
- Plan, organize and attend all Confirmation, Edge and Life Teen retreats
- Coordinate parish youth participation in annual Archdiocesan Youth Conference (AYC) and other conferences as appropriate
- Recruit, train, support and coordinate Core Teams of adult volunteers and mentors
- Ensure that all adult volunteers are Safe Environment trained
- Maintain registration and attendance records
- Plan and monitor program budgets
- Attend Archdiocesan meetings and training seminars related to the Youth Ministry
- Work closely with Pastor and staff to ensure youth ministry is well integrated with other parish ministries
- Maintain clear, open lines of communication with youth, parents, Pastor and staff
- Other duties as determined in consultation with Pastor

## **Qualifications**

- Actively practicing Catholic in good standing with the Church
- Bachelor's Degree required with Master's Degree preferred in Theology, Religious Education, Youth Ministry, or related field
- Minimum 3-5 Youth Ministry experience with some parish leadership preferred
- Working knowledge of Excel, Word, Publisher and PowerPoint, as well as appropriate social media

## **Work schedule**

- Classes are held on Sunday afternoons and evenings. Other workday hours will be determined as directed by the Pastor.
- Coordinator 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 Dn. Ed Herrera, Business Manager at the above address or by email: "Deacon Ed" [eherrera@stroselima.org](mailto:eherrera@stroselima.org) . When submitting via email, cc to the Pastor, "Fr. Linh Nguyen" [frlinh@stroselima.org](mailto:frlinh@stroselima.org)