

# Youth Ministry Coordinator Sacred Heart Catholic Church

109 N Frazier St. Conroe, TX 77301

## **Summary:**

Sacred Heart Parish roots began in 1898—as a part of the Archdiocese of Galveston-Houston, we currently serve nearly 9,000 households. In addition to the Church, Sacred Heart has an accredited school that includes Pre-k through 8th grade dedicated to providing an education which promotes the spiritual, physical, intellectual, and social development of students for the glory of God. Sacred Heart Parish seeks a full-time, benefit eligible, Coordinator of Youth Ministry who must be a Catholic possessing an active faith in good standing with the Church. Candidate has 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, in collaboration with the Pastor and the Director of Evangelization & Catechesis.

## **Areas of Responsibility:**

- Responsible for weekly youth nights (6<sup>th</sup>-12<sup>th</sup> grade), as well as bi-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 and implement summer programming to include Archdiocesan Youth Conference, Steubenville Lonestar, Life Teen's Cove Crest Camp.
- Organize annual Confirmation retreat for students preparing for the Sacrament of Confirmation.
- Assist in organizing Confirmation Mass liturgies in collaboration with the Director of Worship.
- 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.

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

## **Education/Experience:**

Bilingual- Spanish/English preferred. A college graduate with Bachelor's degree in theology, catechesis, religious education, religious studies, youth ministry or related area, or sufficient prior youth ministry experience is preferred. 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 via email to [fillescas@shconroe.org](mailto:fillescas@shconroe.org)  
Please place "Coordinator of Youth Ministry" on the subject line.