Coordinator of Youth Ministry at
St. Vincent de Paul Catholic Church

St. Vincent de Paul Catholic Church is seeking a Coordinator of Youth Ministry who is passionate, driven, and Spirit-filled. A solid understanding of, experience with, and dedication to relational ministry is critical to this position. The purpose is to reach teenagers at a crucial time of their life and form them into life-long disciples.

The Coordinator of Youth Ministry collaborates with the entire parish staff and reports to the Director of Faith Formation. The Youth Minister leads with a clear vision and coordinates our parish Life Teen, Edge and High School Confirmation programs. The Youth Minister is responsible for establishing and maintaining healthy relationships with teens, parents, staff, and core members while working as part of a team to minister to our youth and their families.

QUALIFICATIONS & EXPERIENCE The Coordinator of Youth Ministry must be a fully-initiated, practicing Roman Catholic who is passionate about the faith and sharing it with others. He/she must have 3-4 years of experience in youth ministry as staff or a volunteer. A bachelor’s degree in Theology/Catechetics/Youth Ministry is strongly preferred. Strong Communication, both written and oral, administrative skills, as well as proficiency in Microsoft Word and Excel are all needed. Must be service-oriented and have a heart for the youth and the New Evangelization. The candidate MUST complete and pass the Safe Environment requirements of the Archdiocese of Galveston-Houston.

RESPONSIBILITIES Major responsibilities include the following: 1.) Inspire, form, and equip teens, core team, and parents so that they would grow in holiness and a deeper relationship with God and invite others to join them by meeting them where they are, building Christ-centered relationships with them, and forming them into life-long disciples.

2.) Coordinate the Life Teen program, including Mass and Life Nights on Sunday nights (including through the summer), bible studies, retreats, conferences, core team formation and meetings, social events, fundraisers, service days, adoration and confession nights, and continuing/creating new traditions to grow the community in their faith.

3.) Plan and guide teens and core team in their involvement in the 5:00 PM Mass so that they may be fully immersed in the liturgy and invite others to be more actively engaged in the liturgy as well. (An understanding of the Church’s pastoral ideals and theology of liturgy is necessary.)

4.) Coordinate the Edge program, including Edge nights and after school hangout for middle schoolers, as well as core team formation and communication.

5.) Coordinate Confirmation preparation, including organizing and keeping track of documents for Year 1 and Year 2 programs, core team formation and communication, planning and leading Year 2 retreat, and assisting in the preparation of the confirmation mass for the year 2 students.

6.) Complete all administrative-related office work, including maintaining the youth ministry budget, and proper communication with co-workers.

7.) Work as a team with the entire parish staff in order to advance Youth ministry goals while respecting and supporting the needs of the parish as a whole.

About Parish / School / Organization Name
St. Vincent de Paul Catholic Church is a vibrant parish of approximately 4,500 registered families located near the Medical Center in the West University area of Houston, TX. We are a big, growing parish that is currently constructing an outdoor community complex and recently completed a new chapel building. The parish is seeking a person that will continue and build the enthusiasm of our teens and their families as we journey together toward Christ.

**How to Apply**

Please submit your cover letter, resume, and references to Laura Rivera at lrivera@svdp-edu.org.