Coordinator of Youth and Young Adult Discipleship
Prince of Peace Catholic Church
19222 Tomball Parkway
Houston, TX  77070

Purpose: To coordinate the discipleship of youth in grades 6-12 through systematic catechesis and Sacrament preparation and support young adults with learning resources in collaboration with the Coordinator of Youth and Young Adult Evangelization.

Major Responsibilities
• Collaborates with the Coordinator of Youth and Young Adult (Y&YA) Evangelization to ensure wholistic formation of youth in grades 6-12.
• Develops a plan for weekly systematic catechesis that utilizes a creative variety of formats and settings for youth in grades 6-12.
• Coordinates Sacramental catechesis, preparation and tracking including Confirmation & First Eucharist for youth in grades 6-12.
• Fosters the involvement of youth in the life of the parish through service.
• Recruits, trains, supports, and evaluates adult catechists.
• Supervises and directs Y&YA Associates in collaboration with Coordinator of Y&YA Evangelization.

Qualifications
• Knowledge of the teachings of the Roman Catholic Church as passed down through Tradition, Sacred Scripture, and the documents of the church, including but not limited to the Catechism of the Catholic Church, the Code of Canon Law, and Papal Encyclicals.
• Ability to operate various Microsoft Office word-processing, spreadsheet, web, and database applications.
• Ability to organize, prioritize, and utilize effective time management.
• Bachelor's degree in Theology, Religious Studies or a related field is preferred.
• Minimum of 1-2 years of youth ministry or youth religious programming experience.
• Proficiency in both English and Spanish languages preferred.
• Be a person of maturity, capable of relating effectively with people of various ages and backgrounds.
• Must maintain compliance with the Archdiocesan Safe Environment Program throughout the employment period.

Qualified candidates should submit a cover letter and resume via email to Resumes@pophouston.org by September 29, 2023

Please include “Coordinator of Youth” in the subject line.