

Job description  
Youth Ministry Director/Coordinator  
St. Rose of Lima Church  
3600 Brinkman St.  
Houston, TX 77018

### **Summary**

St. Rose of Lima Church in Houston, Texas is seeking a Youth Ministry Coordinator in a full time / part time position to coordinate our Confirmation, Edge and Life Teen programs for middle and high school youth.

### **Responsibilities include but are not limited to:**

- Prepare students to receive the Sacrament of Confirmation and engage parents and sponsors in the process.
- Organize retreats for confirmands
- Prepare and implement curriculum and materials for Edge and Life Teen Programs.
- Organize youth participations in the annual Archdiocesan Youth Conference (AYC).
- Work closely with the Pastor and his staff to ensure the youth ministry is properly integrated with other parish ministries.
- Communicate in a timely manner and as effectively as possible using all available resources.
- Recruit, train and coordinate Core Teams of adult volunteers.
- Maintain clear and open lines of communication with the students, parents, Pastor and staff.
- Ensure that all adult volunteers are Safe Environment trained.
- Plan and monitor program budgets.
- Maintain registration and attendance records.
- Plan and organize the Life Teen retreat.
- Plan and assist with fund raisers.
- Attend various Archdiocesan meetings and training seminars related to the Youth

### **Ministry**

- Set a Catholic example for youth and parents by attending Mass and participating regularly in the Sacraments.
- Assist staff in other duties as determined in consultation with the Pastor.

### **Qualifications**

- Bachelor's Degree in Theology or Education preferred.
- Previous Youth Ministry experience preferred.
- Must complete Safe Environment training.
- Must pass a background check.
- Must have working knowledge of Excel, Word, Publisher and PowerPoint applications and web design.

**Work schedule**

- Classes are held on Sunday afternoons and Wednesday evenings. Other workday hours will be determined in consultation with the Pastor.
- Director 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>. When submitting via email, cc to the Pastor, "Fr. Linh Nguyen" <frlinh@stroselima.org>

*\*Applicants who do not include minimum salary requirement may not be considered for further review.*