

Director of Youth Ministry/Confirmation St. Francis de Sales Catholic Church

Summary:

St. Francis de Sales is seeking to employ a full-time (30-40 hours) Director of Youth Ministry and Confirmation. Hours will vary according to the time of year and required activities. The candidate must possess creative energy, organizational skills, motivation, and interpersonal skills to evangelize the youth of St. Francis de Sales Parish.

The following are required responsibilities:

- Working with Middle and High School Youth (grades 6-12)
- Organize and implement weekly sessions for Middle and High School utilizing the Archdiocese of Galveston-Houston's Catechetical Framework and Curriculum.
- Should possess excellent leadership and organizational skills
- Recruit and train all youth ministry volunteers and Confirmation catechists
- Organize retreats, fundraisers, and assist with service projects
- Coordinate and implement Confirmation program for 10th grade
- Coordinate summer Vacation Bible School
- Promote and attend AYC each summer
- Organize and supervise youth volunteers to work at the annual bazaar
- Proficient with Word, Excel, Publisher, social media, and other technology
- Ability to plan and effectively use/follow a budget
- Weekend work required as well as some evenings
- Patiently communicate with students, parents, and fellow staff
- Health insurance and paid vacation are included

Qualifications:

- At least three (3) years of previous experience
- In depth knowledge of the Catholic Faith
- Catechist certification preferred, or willingness to work toward certificate
- Basic Certificate in Youth Ministry preferred, or willingness to work toward certificate
- Safe Haven Training required
- Background check required
- Ability to professionally communicate and write in Spanish preferred but not required
- Candidate must be an active Catholic in good standing who is able to use their energy to fulfill the requirements of the St. Francis de Sales Parish.

Email or mail résumé and references to:

St. Francis de Sales

Fr. Joseph Son Thanh Phan, Pastor

8200 Roos Rd. Houston, TX 77036

email: revphan@sfds-houston.org

No telephone calls please.