

Bilingual Coordinator of Youth Ministry

St. Andrew Catholic Church

Channelview, Texas

Summary:

St. Andrew Catholic Church is seeking a full time Bilingual Coordinator of Youth Ministry (CYM). The primary responsibility of this position is to create and coordinate a comprehensive youth program for 9th through 12th grade parishioners. The position will include overseeing the Confirmation program, youth ministry activities, retreats, service projects and any activities involving the formation of our youth. The CYM assesses and continues developing comprehensive youth ministry embracing catechesis, evangelization, leadership development, prayer, and worship. Must be extremely comfortable with public speaking in both English and Spanish.

Requirements/ Qualifications:

- Bachelor's Degree in Pastoral/Youth Ministry, Education, Theology, Psychology, Religious Education, Social Work, or the equivalent is **required.**
- Fluent in English and Spanish.
- Experience with public speaking.
- Previous experience working with youth.
- Must be practicing Roman Catholic
- Retreat experience with High School youth.
- Extensive Knowledge of Catholic Faith
- Computer skills in MS Word, Excel, Publisher.

Job Responsibilities:

- Collaborate with the Director of Faith Formation in the Faith Formation program.
- Coordinate and develop a Youth Ministry program for the parish with appropriate content and processes according to the Adolescent Catechesis Guidelines of the Archdiocese.
- Recommend curriculum-based materials and research textbooks from different publishers and ensure that they are all on the USCCB Conformity list for the High School Confirmation program.
- Develop a leadership system that invites, trains, supports, nourishes adult and adolescent leaders, and provides for coordination through a comprehensive model.
- Coordinate and prepare the liturgy for the Sacrament of Confirmation
- Coordinate all activities involving Diocesan youth conferences for High school students.
- Prepare students to receive the Sacrament of Confirmation and engage parents and sponsors in the process.
- Organize all retreats for high school students.
- Prepare and implement curriculum and materials for OEC year.
- Organize youth participations in the annual Archdiocesan Youth Conference (AYC) or other summer conferences.
- Collaborate closely with the Pastor and his staff to ensure the youth ministry is properly integrated with other parish ministries.
- Recruit, train and coordinate Core Teams and adult volunteers.
- Ensure that all adult volunteers are Safe Environment trained.
- Maintain registration and attendance records.
- Plan and assist with fundraisers.
- Other duties as assigned.

Administrative Duties:

- Assist with registration of all students in a parish system.
- Assist with recruitment of volunteers and seek out opportunities for parent involvement in the programs.
- Maintain all records for The Sacrament of Confirmation.
- Attend weekly office meetings.
- Attend Diocesan meetings related to Office of Evangelization and Catechesis youth ministry.
- Other duties as assigned.

Interested candidates should submit a resume, salary requirements, and references via email to

DcnMichael@standrewchurch.net with CYM in the subject line or mail to:

St. Andrew Catholic Church
Attn: Deacon Michael L. Muench, Pastoral Assistant
827 Sheldon Road
Channelview, Texas 77530