

St. Vincent de Paul Catholic Church

Coordinator of Youth Ministry

St. Vincent de Paul Catholic Church is seeking a full-time 40 hour/week Coordinator of Youth Ministry who is passionate, driven, and Spirit-filled. A solid understanding of and dedication to relational ministry is critical to this position. Due to its unique ministerial nature, this position requires the hiring of a confirmed, practicing Roman Catholic, who is supportive of the mission and tenets of the Roman Catholic Church; fully adhering to and modelling the Church's teachings in faith and morals with a spirit of hospitality and pastoral care. This position reports to the Director of Faith Formation and requires nights and weekends.

Core Responsibilities

- Recruit, form, and retain Core Team volunteers
- Coordinate High School Youth Ministry, including Sunday 5pm Mass and Life Nights on Sunday nights (including through the summer), bible studies, retreats, conferences, social events, fundraisers, service days, adoration and confession nights, and continuing/creating new traditions to grow the community in their faith.
- Coordinate Sacramental preparation for High School, including 1st and 2nd year Confirmation, First Reconciliation, First Communion, and RCIA.
- Oversee the Assistant Coordinator of Youth Ministry, who coordinates middle school youth ministry and assists Coordinator of Youth Ministry with high school as time permits.
- Complete all administrative work, including maintaining the youth ministry budget, program planning, and communicating effectively and in a timely manner with parents and teens

QUALIFICATIONS & EXPERIENCE

- Have 3+ years of experience in youth ministry as staff or volunteer
- Bachelor's degree in Theology/Catechetics/Youth Ministry strongly preferred
- Have a solid understanding of, experience with, and dedication to relational ministry
- Outstanding organizational, administrative and interpersonal skills
- Strong oral and written communication skills
- Proficiency in Microsoft Word and Excel
- Ability to lead others in praise and worship a plus
- Knowledge of social media best practices a plus
- Experience using Life Teen and Ascension's Chosen resources a plus
- Complete and pass the Safe Environment requirements of the Archdiocese of Galveston-Houston

About Our Parish

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 and school building. The parish is seeking a person that will continue and build the enthusiasm of our families as we journey together toward Christ.

How to Apply

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