

Bilingual Youth Ministry

St. Andrew Catholic Church

Channelview, Texas

Summary:

St. Andrew Catholic Church is seeking a full time Bilingual Youth Ministry (YM). The primary responsibility of this position for a comprehensive youth program for 9th through 12th grade students embracing catechesis, evangelization, leadership development, prayer, and worship. The position will include overseeing the Confirmation program, youth ministry activities, retreats, service projects and any activities involving the formation of our youth. 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.**
- Previous experience working with high school youth.
- Service Project and Retreat coordinator experience.
- Computer skills in MS Word, Excel, Publisher.
- Extensive Knowledge of the Catholic Faith and a practicing Roman Catholic

Job Responsibilities:

- Responsible for Youth Ministry program with appropriate content and processes according to the Adolescent Catechesis Guidelines of the Archdiocese.
- Prepare and implement curriculum-based materials in conformity with USCCB for Catechesis and the Sacrament of Confirmation.
- Preparation of students for the Sacrament of Confirmation while engaging parents and sponsors in the process.
- Coordinate youth participations in the annual Archdiocesan Youth Conference (AYC) and/or other National Youth conferences.
- Coordinate and assist with the preparation of the liturgy for the Sacrament of Confirmation.
- Collaborate with the Director of Faith Formation in the Faith Formation program.
- Collaborate closely with the Pastor and his staff to ensure the youth ministry is properly integrated with other parish ministries.
- Recruit, train and coordinate Catechists, Core Teams and adult volunteers while ensuring that all are Safe Environment certified.
- Plan and assist with fundraisers.
- Assist with Faith Formation registrations and maintain attendance records.
- Attend Diocesan meetings related to Office of Evangelization and Catechesis youth ministry.
- Flexibility in work schedule to work evenings as required to meet the needs of the youth ministry program.
- Other duties as assigned.

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

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

St. Andrew Catholic Church

Attn: Deacon Michael L. Muench, Pastoral Assistant

827 Sheldon Road

Channelview, Texas 77530