

St. Theresa Catholic Church and School

Job Description



Job Title *Director of Youth Ministry*

Reports to *Pastoral Associate for Evangelization and Catechesis*

Job Overview

Develop and implement comprehensive youth ministry programs for grades 6 through 12 (church and school) in compliance with current diocesan guidelines. Youth ministry must be based on the USCCB document *Renewing the Vision*. Empower parents as primary catechists of the family.

Duties and responsibilities

1. Develop and support adult leadership teams as needed for youth programs, focusing on relational ministry and together seek to be present where the youth are (schools, games, performances, etc.). Integrate a core team of volunteers into leadership positions within the youth ministry. Supervise Ethics & Integrity clearance for all YM adult volunteers, as well as approve volunteer applications for new parent, teen and young adult Core Team members. Ensure and document that YM volunteers are compliant with obtaining Level I Catechist Certification. Contract outside vendors to provide leadership training. Recruitment and training for adult volunteers should be ongoing.
2. Implement retreat and summer camp/conference experiences for youth including, marketing the events to youth and parents, scheduling facilities, coordinating volunteers and supplies, facilitating the retreat, recruiting speakers and training retreat teams.
3. Review and update parish catechetical curriculum for grades 6-8 as needed.
4. Prepare teens for the Sacrament of Confirmation. Organize and be present to supervise and lead confirmation classes and a retreat.
5. Collaborate with parochial school's Religion teacher, and parent volunteers to coordinate school activities as needed.
6. Provide opportunities for young people to have an active role in the life of the parish.
7. Provide guidance, support and mentorship for teens and their families. Be available within reason to teens and their families by phone or internet.
8. Communicate the Gospel and Church teaching through media and internet (YouTube, Facebook, podcasts, etc.).
8. Plan and administer Diocesan required Safe Environment programs: Called to Protect for Youth (6 & 9), facilitate parent preview of this program.
9. Ensure that the chaste living curriculum is delivered to the students. Facilitate parent preview of these programs

- a. Ensure and document that any high school catechists teaching chaste living are compliant with obtaining the Catechesis on Human Love Certification.
10. Coordinate fundraisers as needed throughout the year for youth retreats and mission trips.
11. Maintain all required paperwork for youth ministry. Consent/medical release forms for events and any other necessary forms the ministry requires.
12. Develop and maintain a budget for youth ministry in collaboration with the Director of Evangelization and Catechesis. Prepare and submit annual budgets. Collect, record, and turn over all income for each ministry to the appropriate staff personnel.
13. Other duties as assigned by the Pastor.

Qualifications

Minimum:

- Bachelor's degree in theology or equivalent.
- 2 full time years' experience or 4 part time years' experience working in a Catholic parish, school or Diocese.
- Pastoral and collaborative.
- Excellent oral, written and interpersonal skills.
- Organizational skills.
- Problem solving skills.
- Proficient computer skills.
- Proficient with social media.
- Compliance with Diocese of Austin Ethics & Integrity in Ministry policies within 60 days of hire.
- Catholic in good standing.

Preferred:

- Budgeting experience/skills.
- Ability to edit audio and video using Adobe Premiere Pro
- Ability to use camera and audio equipment

Working conditions

Full-time exempt position with some irregular working hours due to the needs and structure of full-time ministry. Adjustments in hours and work days may be needed at times to meet specific deadlines or program responsibilities. Some evening and weekend hours are required. Travel and overnight trips may be required. Must maintain confidentiality of office information. Flexibility and collaboration are required as part of the shared ministry model.

Physical requirements

Be able to lift 20 lbs.