**St. John Neumann Catholic Church**

**5455 Bee Cave Rd., Austin, Texas 78746**

**Director of Middle School Youth Ministry (DMSYM)**

**Classification: Full Time, Exempt**

**Reviewed: 4/2022**

**Catholic Required: Yes**

**Ministerial Character**

The Pastor is the visible principle and foundation of unity at St. John Neumann Catholic Church, which the Bishop has entrusted to him. He makes Christ’s mission present and enduring in the parish. In order to fulfill his mission, the Pastor employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them his mission and entrusts various responsibilities to them.

Positions employed at St. John Neumann Catholic Church help to extend the ministry of the Pastor in particular ways as outlined in the job description. Therefore, the employee in this position is closely connected to and assists the Pastor in the performance of his ministry and thereby engages in ministry for the Church.

**Job Summary**

The Director of Middle School Youth Ministry (DMSYM) works collaboratively with and under the direction of the Pastor and the immediate supervisor. The position allows for wide latitude to exercise independent judgment and initiative within the scope of the job. This position facilitates the attainment of the parish mission and related goals and objectives of the parish through various youth programs to form intentional disciples.

The ideal candidate possesses a strong desire to work with youth (especially grades 6th- 8th) and form them in discipleship; to include forming adults and high school teens to effectively reach a greater number of teens. It is advantageous to have the ability to lead music for activities and retreats, and have a good work ethic.

**Essential Duties**

* As an integral part of your ministry for the Church as carried out in this position, support and uphold the philosophy of Catholic ministry and the mission of the parish in both your professional and personal life
* Act as a witness to Gospel values by modeling the teachings of the Roman Catholic Church
* Participate in staff functions; may include religious ceremonies, training sessions, and other activities
* Collaborate with other ministry directors- on staff and at other parishes/diocese
* **Service to Youth:** Plan, direct, and implement parish-level opportunities for middle school youth to socialize, worship, learn and serve
	+ Works in conjunction with the Director of High School Youth Ministry in comprehensive youth ministry, with a focus on Edge
	+ Organizes and facilitates curriculum development and implementation of weekly Edge sessions
	+ Builds and trains adult and teen Core team for Edge
	+ Collaborate with the Director of Social Outreach to plan and execute service opportunities and events throughout the year, which may include a Spring Break mission experience
	+ Organize social events for middle school students and attend students’ extracurricular activities
	+ Plan and execute annual evangelization retreat experience
	+ Market and encourage summer camp attendance, such as to The Pines Catholic Camp or other camps
	+ Other duties as assigned
* **Service to Parents:** Provide clear communication to parents regarding programs/events/activities
	+ Create a welcoming environment
	+ Foster parent participation and involvement in ongoing faith formation of their child(ren)
	+ Provide resources and support, as needed
* **Service to Volunteers:** Provide guidance and training for volunteers and evaluate performance
	+ Develop and train Core team members and Peer Leader groups
	+ Provide pastoral and professional care of adult and youth leader volunteers
* **Administrative Duties:** Prepare a yearly budget and meet fundraising needs for particular areas and needs of middle school youth ministry
	+ Make recommendations for youth ministry event contracts
	+ Implement and oversee fundraising events for various youth programs
	+ Keep supervisors apprised of any program issues
	+ Ensure compliance with Ethics and Integrity in Ministry (EIM) regulations and SJN policies

**Knowledge, Skills, and Abilities**

* Knowledge of the structure and basic teachings of the Roman Catholic Church
* Knowledge of relevant laws and regulations
* Spiritual and Leadership formation
* Relational Ministry
* Curriculum development
* Effective time management skills
	+ **Strong (individual/group) organizational skills**
	+ Delegating/Scheduling/Prioritizing for maximum productivity
	+ Meeting deadlines & budget constraints
* Excellent communication skills; both oral and written
* Public Speaking
* Collaborative work
* Demonstrate good judgment
* Ability to maintain confidentiality at all times
* Ability to operate various word-processing software, spreadsheets, and database programs

**Minimum Qualifications**

Education and Training:

* Bachelor’s degree from an accredited college or university
* *Degree in Theology, Religious Education or related field is preferred*

Experience:

* Two+ year experience working in related (youth ministry) field
* Correspondence using both telephone & computer *(Microsoft Office Suite)*
* Social media and applications
* Familiarity with Parish Data Systems (PDS) is *preferred*
* Experience working within the Catholic community is *required*
* Interactions with students and the public
* Knowledge of *Edge* programs
* Knowledge of Catholic Bishop’s *Renewing the Vision*

Catholic Requirement:

* A practicing Roman Catholic in good standing is *required*

Licenses/Certifications:

* Valid Texas (Class C) driver’s license
* Current CPR and First Aid Certification is *suggested*
* Must maintain compliance with the Diocese of Austin Ethics and Integrity in Ministry (EIM) policies
* Ongoing professional development training is *encouraged*

**Working Conditions**

* All employees of the parish are engaged in ministry and closely tied to the pastor in the exercise of his ministry and obligations to the church
* The parish is an at-will employer
* Saint John Neumann campus (entire property) is tobacco-free
* Working in a fast-paced environment with priorities and plans that may change rapidly
* Working on weekends, evenings and some holidays will be required
* Exposure to religious ceremonies, and speech including Catholic Christian prayer and liturgical celebrations
* Adhere to appropriate attire and standards of conduct
* Must be able to move moderately heavy equipment/objects