

**Saint William Catholic Church
Round Rock, Texas
Coordinator of Youth Ministry**

Classification: Full Time, Exempt
Catholic Required: Yes
Reviewed Date: 11/15/2023
Reports: Director of Youth Ministry

Coordinator of Youth Ministry

As beloved sons and daughters of God, we, the parish of Saint William, are called to proclaim, by word and deed, the Gospel of Jesus Christ, crucified and risen. By the guidance of the Holy Spirit and the grace of the Sacraments, we endeavor to lead all souls to heaven by fostering spiritual healing and equipping all people for the work of ministry.

We are a vibrant, growing parish seeking a full-time Coordinator of Youth Ministry who is a strong servant leader with the ability to work creatively in a fast-paced environment. The Coordinator of Youth Ministry will use this position to strengthen and uphold the Pastor's vision and become an effective member of the Saint William staff.

The Coordinator for Youth Ministry should be hungry, humble, and smart. The coordinator should hunger for the growth of young disciples in our church as well as hunger for personal and leadership improvement through the formation. The coordinator should lead as a humble model of what a living witness should be and should steward their gifts along with those of the parish to accomplish the goal of building young disciples. As a team player, the coordinator will be an active part of the staff encouraging and supporting the goal of the parish to bring people to heaven.

The Coordinator for Youth Ministry is a full-time position with work requirements ranging from days, evenings, and weekends. Some overnight work may be required with retreats and conferences.

Duties:

- Actively supports our Youth Ministry Programs (TRIUMPH, SWYM, J-SQUAD) with administrative tasks such as but not limited to, attendance recording, bookkeeping, communication with parents, any paperwork in preparation for our youth classes and retreats, purchasing snacks and supplies for any of our youth ministry events like retreats and youth nights, filling out payment request forms, etc.
- Actively supports our Youth Ministry Programs with ministerial tasks such as but not limited to leading a small group during youth sessions, giving talks at any of our youth ministry events, leading icebreakers or prayer sessions during our sessions or retreats, etc.
- Sacramental preparation, which includes O.C.I.A. (a.k.a. R.C.I.A) program for middle and high school and the Confirmation program for high school.
- Assists with communication and sacramental records to parents in O.C.I.A. (a.k.a. R.C.I.A) and in the Confirmation program.
- Collaborates with the Faith Formation staff and Coordinator for Liturgy in preparing the various RCIA rites.

- Provides suitable formation for the catechumens, candidates, and parents of such, and provides materials for the formation of sponsors/godparents.
- Assures that the catechumens and candidates are properly disposed to receive the sacraments with reverence and devotion.
- Supports the parents of youth through information, seminars etc.
- Fosters communication with teens and their families through media.
- Provide resources to parish staff on issues related to youth and youth ministry.
- Coordinates opportunities for Middle School and High School youth to develop their faith in sessions that go beyond the regular formation sessions.
- Recruit, empower, equip, and lead volunteers.
- Participate in staff and diocesan formation gatherings.
- Marketing, communication, and administrative tasks associated with an active youth ministry.
- Participate in faith formation and parish wide endeavors.
- Executes comprehensive youth ministry based on the USCCB document, *Renewing the Vision: A Framework for Catholic Youth Ministry*
- Adhere to all copyright laws for publications, music, and media.
- Restocking and maintaining the faith formation racks outside the front office and in the Narthex. This includes but is not limited to purchasing brochures online and displaying them on the racks.
- Attend staff meetings and faith formation meetings.
- Attend Wednesday noon Mass with the staff.
- Daily 30-minute prayer time.
- All other duties assigned.

Knowledge, Skills and Abilities

- Ability to provide excellent customer service and work effectively with staff, clergy, religious, and laity.
- Ability to operate various word-processing software, spreadsheets, and database programs.
- Ability to communicate effectively across various platforms.
- Organize and maintain data, records, documents.
- Proficiency in social media in line with the USCCB's Social Media Guidelines
- Ability to organize, prioritize, and utilize effective time management techniques.
- Ability to always maintain confidentiality.
- Ability to carry out multiple tasks and meet deadlines.
- Ability to follow instructions furnished in a verbal or written format.
- Ability to operate Microsoft Word, Excel, Publisher, Outlook, PowerPoint programs as well as the ability to learn parish software.
- Ability to work in a multi-cultural parish serving various cultures and a wide range of age groups.
- Knowledge of Roman Catholic teachings and parish structure
- Ability to lift 20 pounds.

Minimum Qualifications

Education and Trainings:

- Bachelor's degree in theology from an accredited American college or university (or equivalent in a foreign country). Preferred

Experience:

- Five (2) years of experience in a parish setting.

Language:

- English (proficient in conversing, reading, and writing).
- Spanish (proficient in conversing, advanced ability in reading and writing). **Preferred.**

Catholic Requirement:

- Must be a practicing Roman Catholic in good standing.
- Knowledge of General Directory and National Directory for Catechesis.
- Knowledge of the Catechism of the Catholic Church.

Licenses/Certifications:

- Must maintain compliance with the Diocese of Austin Ethics and Integrity in Ministry (EIM) policies throughout the employment period.
- Must maintain catechetical certification relevant to faith formation / catechesis as required by the Diocese of Austin.
- Valid Texas driver's license.

Mental / Physical Tasks:

E	Talking	E	Using personal computer
E	Listening	E	Sitting
E	Standing	E	Bending
E	Walking	E	Reading and Comprehending
E	Grasping/holding		
E	Lifting/carrying		
E	Moving heavy equipment/materials		
E	Driving		
E	Using office equipment, stapler, telephone, etc.		

Working Conditions:

- Employees of Saint William Catholic Church are engaged in ministry and closely tied to the Pastor in the exercise of his ministry and obligations to the Church.
- Saint William Catholic Church is an at-will employer, which means employment may be terminated by the employee or employer with or without notice at any time.
- All buildings and vehicles owned by Saint William Catholic Church are tobacco-free.
- Working in a fast-paced environment with priorities and plans that may change rapidly.
- Working on weekends, evenings, and some holidays **is** required.
- Will be exposed to religious ceremonies, conduct, and speech, including Roman Catholic Christian prayer and liturgical celebrations.
- Will be required to adhere to established codes and conduct standards, including but not limited to EIM standards of conduct in the workplace and outside of the workplace.
- Will be required to use personal vehicles to drive to other parishes or other off-site locations for a retreat or for purchasing supplies.
- Will be required to travel within and outside the parish to meetings and other events such as retreats and conferences, and travel will require overnight lodging.
- Will be required to conform personal and professional activities to be consistent with and supportive of the mission, purpose, and moral teachings of the Roman Catholic Church.

Approval Authority: _____

Pastor Signature Date

Employee Certification

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without notice.

Employee Signature Date

Supervisor Signature

Date