

St. Thomas More Catholic Parish
51 Marketplace Irvine, CA 92602
Stmirvine.org

JOB OPPORTUNITY

Assistant Youth Minister

St. Thomas More Catholic Parish is seeking an Assistant Youth Minister to serve in this part time, non-exempt position working in the office of Youth Ministry and Confirmation approximately 20-25 hours a week. The Assistant Youth Minister reports directly to the Director of Youth Ministry and is responsible for assisting and supporting the Director as well as coordinating and leading youth ministry events. The Assistant Youth Minister will primarily focus on coordinating and promoting High School Youth Ministry, attracting and forming adult volunteers and taking an active leading role in weekly Life Nights (Sunday Nights). As a representative of the Roman Catholic Church, the Assistant Youth Minister will conduct him/herself according to the goals and mission of the Church in the performance of duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Typical duties may include, but are not necessarily limited to the following:

Administrative Responsibilities

- Plans, implements, develop, and evaluates programs.
- Assesses available personnel resources and recruits, supervises, supports, and evaluates adult volunteers.
- Meets with parents of youth regularly for input, to build sense of community, as well as to share with them the vision and goals of Youth Ministry
- Directs publicity for Youth Ministry Life Nights
- Assists with data management and family communication for Confirmation as needed

Ministry Responsibilities

- Plans and coordinates Sunday Youth Ministry Life Nights
- Attracts, organizes, and forms adult volunteers to assist with Youth Ministry (“CORE”)
- Attracts, organizes and forms a youth leadership team (YLT) of confirmed teenagers who will be a visible presence to the parish community and assist as servant leaders for Confirmation Ministry
- Supports Director of YM and parish leadership in liturgical development for the Sunday 5pm “Life Teen” Mass
- Provides teaching, formal and informal faith sharing, and small group formation.
- Invites and gathers youth for Sunday Life Nights and additional events as needed
- Is available and present for youth social and recreational events – including local High School Roman Catholic Clubs
- Provides counseling for youth where appropriate and refers them when necessary to resources and programs.
- Perform additional related duties and responsibilities as needed

QUALIFICATIONS:

Job Knowledge, Skills and Abilities:

- Must be a practicing Roman Catholic
- Ability to establish total spiritual experiences (catechetical as well as experiential) which will meet the needs of today's High School Students
- Must have a working knowledge of group dynamics, organization, and as well the ability to coordinate and carry out events.
- Must have good communication, organization and leadership skills.
- Ability to work with a minimum amount of supervision and able to make independent and good judgment decisions within the established policies and procedures of the Roman Catholic Church, Diocese of Orange and St. Thomas More Catholic Parish
- Ability to exhibit dependable and reliable work habits.
- Must be a positive role model for the youth and be committed to faith sharing.
- Must have the ability to relate to and maintain an effective working relationship with youth and adults from various socio-economic and ethnic groups.

EDUCATION AND EXPERIENCE:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Education

- Achieved or working towards degree in sociology, psychology, religious education or related subjects and/or experience.
- Basic Certification as a diocesan religious educator or a clearly defined plan to achieve basic certification.

Experience

- One or more years of experience in a recreational or similar program working with youth.
- One or more years of experience in coordination of youth ministry or religious education programs.

Application Process

To apply for this position, please email a cover letter and resume to Barbara Catiller, Director of Faith Formation, via email: Barbara@stmirvine.org by June 15, 2018.