

**Director of Youth Evangelization and Catechesis
St. Vincent de Paul Catholic Church**

General Summary

PURPOSE: The Director of Youth Evangelization and Catechesis is a passionate Catholic who evangelizes middle- and high-school young disciples at St. Vincent de Paul Catholic Church in a way that is innovative, dynamic, and relevant to students. They direct and lead a Youth Ministry program to catechize teens and their parents to live their baptismal identity with a joy for the Gospel in service to God, neighbor, and the Church.

BUDGETARY RESPONSIBILITY: Youth Ministry

Major Areas of Responsibility

- Develops curriculum for middle school and high school students in line with the teachings of the Catholic Church in the areas of evangelization, catechesis, doctrine, moral life, liturgy and sacraments, Catholic leadership development, and prayer that are commensurate with parish and Archdiocesan guidelines.
- Directs two-year formation for Sacrament of Confirmation for high school students, including bi-monthly weeknight meetings, retreats, and service opportunities.
- Invites, forms, motivates, evaluates, and promotes formation of adult and youth leaders (Core Team members); oversees and supervises all youth ministry volunteers.
- Works collaboratively with the SVdP Faith Formation team to ensure that youth formation is aligned with and flows from the foundation of parish-wide catechesis.
- Provides sound resource materials for spiritual enrichment to youth and parents.
- Networks with other youth ministry leaders both on Archdiocesan and national levels.
- Plans, develops, and implements catechetical programs and social opportunities for the youth of the parish to help them develop their Catholic identity and establish peer relationships within the parish community.
- Plans, develops, and implements a schedule of service activities grounded in Catholic Social Teaching to foster awareness of the needs of others.
- Creates and manages all social media accounts associated with youth ministry; develops ways to evangelize using technology.
- Obtains parental support and consent for activities.
- Manages annual budget; control and authorize expenditures in accordance with established guidelines.
- Serves as member of the parish and participates in staff meetings, team meetings, prayer and educational days.

Qualifications

- Spirit-filled and practicing member of the Roman Catholic Church.
- Intentional disciple who has been made new through an encounter with the Lord; and practices the four disciplines of Scripture, sacraments, community, and prayer.
- Bachelor's degree; degree in Theology, Religious Education, Catechesis, or related field preferred.
- Organizational skills, including ability to communicate well both orally and written; time management, delegation, planning, and budgeting; strong public speaker who is at ease with leading and engaging large groups of teens.

- Knowledge of adolescent and pre-teen spiritual and personal development.
- Proficiency in Microsoft Office, Flocknote, with a strong emphasis on graphic design and communication tools.
- Ability to change and be flexible in high-paced environments; strong interpersonal skills, including tact, patience and courtesy.
- Successful completion of Archdiocesan Safe Environment training.

Physical Demands

Regularly required to talk, hear, and listen attentively. Frequently required to stand, walk, use hands, reach, stoop, kneel, crouch, climb stairs, or crawl. Occasionally required to lift and/or move up to 20 pounds. Specific vision abilities include close vision, distance vision, color vision, and depth perception. Reasonable accommodation may be made in accordance with ADA and ADA AAA guidelines.

Working Conditions

- Full Time, no less than 40 hours per week
- Some evening and weekend work will be required, including the occasional overnight retreat.

To apply, please submit a resume and cover letter to npena@svdp-edu.org or post them to:

St. Vincent de Paul Catholic Church
Attn: Nora Pena, Business Manager
6800 Buffalo Speedway
Houston, TX 77025

Please, no telephone calls