

YOUTH MINISTER St Joseph's Church in Conway is seeking a full-time Youth Minister to lead the youth of the parish. Strong leadership skills, energetic and charismatic personality, the ability to manage and recruit volunteers, and enthusiasm for working with youth are requirements for the position. Additionally, the individual must have a passion for evangelization and discipleship. The position reports directly to the Business Manager. College diploma or equivalent work experience required. Resumes should be mailed to St Joseph Catholic Church, 1115 College Ave., Conway Arkansas 72032, or emailed to: mamallett@sjparish.org Please no phone inquiries.

Youth Minister

Status: Full-time (40 hours/week)

Salary: TBD

Work Schedule: Varies

Work Week: Sunday-Saturday

This position reports directly to the Business Manager and is guided by the Pastor.

All employees are expected to adhere to Catholic theology as well as the mission and vision statement of St. Joseph Catholic Church and to support the Church's goals and objectives. Must complete VIRTUS training and maintain updates.

This position requires the performance of administrative tasks to achieve the effective accomplishment of the job. This position is not limited to the listed responsibilities and the Business Manager or Pastor may deem it necessary to amend the responsibilities to allow for the successful growth of this position.

Job Summary

Responsible for maintaining an atmosphere of collaboration and cooperation

- ◆ Most importantly with the DRE as a team, to develop and implement a comprehensive youth ministry for 6th-8th grade, 9th-12th
- ◆ With clergy, deacons, all parish and school staff
- ◆ With the entire parish, to ensure effective communication regarding the youth ministry 6th-8th, & 9th-12th grade
- ◆ With the deanery parishes and the Diocese of Little Rock

Youth Ministry Responsibilities for 6th-8th & 9-12th grade

- ◆ To develop and implement a comprehensive youth ministry program for all parishioners 6th-8th, & 9th-12th grade, including:
 - Work with the pastor and associate pastor(s) to ensure proper content and materials are being used and taught

- Recruit catechists, small group leaders and core team members as well as ensure adequate training for said catechists
- Plan and implement programming, in addition to regular Sunday night gatherings, including but not limited to retreats, summer activities, worship experiences, bible studies, service opportunities, social events, participation in Diocesan and national events
- Ensure that the curriculum of Virtus is taught and properly reported.
- Develop and oversee the work of a team of parents and volunteers responsible for providing food, weekly concessions, fundraising, and hospitality for youth events.
- Establish a Youth Committee to serve as an advisory board for parish youth activities and programs.

Administrative Responsibilities / Communications

- ◆ Must maintain a Diocesan certificate for catechist formation
- ◆ Develop and maintain budget for Youth Ministry programs
- ◆ Attend necessary meetings including staff, youth committee, and liturgy meetings
- ◆ Create, maintain and update web-site and social media as needed
- ◆ Communicating all activities through our bulletin as needed