



Director of Youth Ministry

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| LOCATION: | Sts. Peter & Paul Catholic Church, Frelsburg St. Roch Catholic Church, Mentz St. Anthony Catholic Church, Columbus |
| STATUS: | Non-Exempt |
| SALARY: | Commensurate with Experience |
| CLEARANCES: | Background, Fingerprint, & Driving |
| FULL OR PART TIME: | Full Time with Benefits |
| REPORTS TO: | Pastors of Sts. Peter and Paul Catholic Church, Frelsburg; St. Roch Catholic Church, Mentz; and St. Anthony Catholic Church, Columbus |

POSITION SUMMARY

With the direct supervision from the Pastors of Sts. Peter and Paul Catholic Church, Frelsburg; St. Roch Catholic Church, Mentz; and St. Anthony Catholic Church, Columbus the Director of Youth Ministry will coordinate a comprehensive youth program in a tri-parish (feeding into one public high school) environment, while utilizing the resources and talents available to oversee the religious programs of three parishes.

I. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Lead and direct high school ministry and all social, spiritual and service activities for high school youth ministry.
- Provide and maintain the high school catechesis program and Sacrament of Confirmation preparation.
- Provide guidance in developing a vertical alignment of catechesis from elementary to high school levels.
- Recruit and train adult volunteers following the diocesan safe environment standards.
- Support the youth leadership team.
- Provide opportunities for spiritual growth and exposure through retreats and evangelization ministry.
- Must have an active and visible on-site presence within the three parishes and the surrounding communities, especially where youth are in attendance and present.
- Other duties as assigned by the Pastors.

II. COLLABORATIVE RELATIONSHIPS

- Builds trust and ongoing positive relationships with all stakeholders.
- Assists in maintaining regular communication with Catholic Communities of Frelsburg, Mentz, and Columbus.
- Assists and helps maintain regular communication with all diocesan offices but especially the Office of Safe Environment, Office of Youth and Young Adult Ministry, Office of Family Evangelization, Office of Catechetical Ministry and Office of Business and Finance.
- Foster positive communication and community relations with outside entities and agencies within the scope of the position, or as assigned by the Pastors.



III. WORKING CONDITIONS

- The work will be carried out in a controlled, agreeable environment as generally represented by normal office conditions.
- This position involves office work of a professional nature and some travel within the diocese as needed. *Some nights, weekends and use of personal vehicle may be required.*

IV. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone keyboard reach, stoop kneel to install computer equipment. The ability to sit for an extended period at a computer workstation and handle moderate noise, e.g., office with computers, phone, printers, light visitor traffic, etc. Required regular, predictable attendance with the ability to work in a confined area with co-workers. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus due to computer work. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

V. MENTAL AND APTITUDE REQUIREMENTS

- The ability to hear and talk; strong writing skills, analytical, conceptual, problem-solving and decision-making skills; and handling multiple tasks within the confines of deadlines.
- Must have a “growth mindset” in lieu of “fixed mindset”:
 - *“In a **growth mindset**, individuals have an underlying belief that their learning and intelligence can grow with time and experience. When people believe they can get smarter, they realize that their effort influences their success, so they put in extra time, leading to higher achievements. In a **fixed mindset**, individuals believe their qualities are fixed traits and therefore cannot change. These people document their intelligence and talents rather than working to develop and improve them. They also believe that talent alone leads to success, and effort is not required.”*

VI. QUALIFICATIONS AND SKILLS

- Bachelor degree in Theology, Ministry or Religious Studies preferred.
- Minimum of 3 to 5 years of relevant work experience with Catholic youth, young adult or campus ministry, preferred.
- Must be a highly-motivated practicing Catholic and in good standing with the Roman Catholic Church.
- Acquainted with church administrative and organizational structures preferred.
- Must be formed in the Catholic theological tradition and be knowledgeable in Sacred Scripture, Christology, Ecclesiology, Catholic Doctrine, Sacramental and Moral Theology.
- Willing to receive training for working with youth and youth leaders.
- Bilingual with the ability to read, write and speak Spanish is preferred.



The Catholic Diocese of Victoria in Texas

Director of Youth Ministry

Sts. Peter & Paul Church, Frelsburg; St. Roch, Mentz; and St. Anthony, Columbus

July 7, 2021

- Compassionate personality, patient, responsible and committed to assisting and working with parishioners, children and families.
- Must possess the ability to work well independently as well as part of a team.
- Demonstrated ability to prioritize, organize, multi-task numerous complex assignments and manage time.
- Possess superior leadership, administrative, and organizational skills and a pleasant telephone personality.
- Excellent written and verbal communication skills as well as interpersonal relationship skills.
- Must be self-motivated, able to work under pressure and able to work with a wide variety of individuals in multicultural settings.
- Demonstrate sensitivity to diverse cultures.
- **MUST be experienced in Microsoft Office programs**, especially Microsoft Excel & Word. Use of sort, filter and mail merge is required. Knowledge of Power Point helpful.
- Knowledge of Adobe Acrobat and Adobe Reader DC programs to view, print, and edit documents as needed.
- Ability to compose correspondence independently.
- Skilled in customer service and/or working with challenging personality types in demanding situations.
- Experience in successfully creating and/or improving work flow processes.
- Must have working knowledge of telephone, computer, 10-key, printer, fax machine, typewriter, adding machine, copy machine, projector, VCR, DVD, postage machine, bulk mailing procedures and other electronic devices related to the position.
- Must have adequate, available and reliable transportation.
- Annually, employees must provide a copy of their valid driver's license and proof of personal automobile insurance with adequate coverages as required by the DOV Office of Transportation Policy. May require fingerprinting and other background checks as deemed necessary for the position requirements.
- Must adhere to parish/DOV employee handbook of personnel policies.
- Must adhere to parish/DOV handbook of accounting policies and procedures.
- **Must maintain extreme confidentiality, care, and trust of information that may be of a personal or sensitive nature pertaining to employees, clients and/or the Catholic Communities of Frelsburg, Mentz, Columbus and overall DOV.**



VII. HOW TO APPLY AND SUBMISSION DEADLINE

- 1) Completion of the following items is required for consideration:
 - Diocese of Victoria Employment Application
 - <https://www.victoriadiocese.org/current-job-postings>
 - Résumé, with three (3) professional references and contact information
- 2) Submission deadline of required documents is:
 - Friday, July 30th, or until the position is filled with the appropriate candidate.
- 3) Submit the completed documents to:
 - **Melissa Salinas, Director of Human Resources by:**
 - Email: msalinas@victoriadiocese.org; **OR**
 - Mail: P.O. Box 4070, Victoria, TX 77903-4070
- 4) For Questions, contact:
 - **Melissa Salinas, Diocesan Director of Human Resources OR**
 - **Fr. Bob Knippenberg, Pastor of Sts. Peter & Paul, Frelsburg & St. Roch, Mentz**
 - **Fr. Augustine Asante, Pastor of St. Anthony, Columbus**
 - Email: msalinas@victoriadiocese.org; **OR**
 - Email: rknippenberg@victoriadiocese.org; **OR**
 - Email: aasante@victoriadiocese.org; **OR**
 - Phone: (361) 827-7177 or (979) 732-3430 or (979) 732-2562

Note: This description is intended to indicate the kinds of tasks and levels of difficulty that will be required by this position. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. ***Applicant must clear Texas Background Check, National Background Check, Fingerprint Check and Driving Check in order to be considered for position.***