



PRINCE OF PEACE  
CATHOLIC CHURCH

**JOB DESCRIPTION**

<b>Name:</b>	<b>Position/Title:</b> Coordinator of Youth Ministry
<b>Department:</b> Youth	<b>Reports To:</b> Director of Youth and Young Adult Evangelization
<b>Weekly Work Schedule:</b> Flexible  This position will require the ability to work flexible hours, including 2-3 evenings a week, weekends and overnight activities.	<b>Work Schedule Comments:</b> Task driven ministry style / working to get time sensitive and necessary tasks completed.
<b>Hours/Week:</b> 40 hrs + <b>Base Pay:</b> Salary	<b>FSLA Status:</b> N/A

**General Summary of the Position**

Prince of Peace Catholic Church is seeking a passionate Catholic to serve as our Coordinator of Youth Ministry. This is a full-time position of leadership with our Young Church Ministry responsible for developing, implementing and adapting a year-round ministry for High School & Jr. High students (6<sup>th</sup>-12<sup>th</sup> grade). The ideal candidate is a dynamic disciple of Christ who is passionate about leading others. The Coordinator position works under the direction of the Director of Youth and Young Adult Evangelization. Our ideal applicant will challenge youth and be an authentic Catholic witness within the context of relational ministry. The applicant must be a practicing Catholic in good standing. A bachelor's degree in Theology / Catechetics or a related field is preferred, and musical ability is a plus. Salary will be based on experience and education.

Please send resume and cover letter to:

Erin Ford

[eford@popplano.org](mailto:eford@popplano.org)

## **Event Planning & Execution**

- Develop a catechetical strategy and methodology for Middle School and High School Young Church sessions.
- Plan, coordinate and lead monthly adoration (The Summit) event for middle school and high school teens.
- Plan, catechize and lead Confirmation preparation for the Parish & School under the direction of the Director of Youth and Young Adult Evangelization.
- Faithfully present at large Parish wide events (ex: Sunday Mass, Parish Mission, EXALT).

## **Discipleship**

- Lead one-on-one discipleship sessions with Young Church teens.
- Organize and facilitate connect events with the Parish School.
- Facilitate one-on-one discipleship sessions with teens (6<sup>th</sup>-12<sup>th</sup> grade) participating in the RCIA program.

## **Retreats / Conferences**

- Plan, coordinate, and direct annual Young Church retreats & conferences.
- Plan and execute bi-annual core team retreat.
- Attend and support Young Adult Retreats for the parish.

## **Outreach**

- Planning, preparing and executing service projects with Young Church teens.
- Present at Prince of Peace Catholic School on a weekly basis. Attend a minimum of 1 school lunch at least every other week at local High Schools (JPPI & Plano West).
- Organize outings to large social events that correlate to the activities our teens participate in (sporting events, plays, band concerts).
- Participate in Young Adult events to identify and recruit Young Church core leaders.

## **Leadership Development**

- Recruit and coordinate leadership development opportunities for upperclassmen including liturgical ministries at the 12:15pm Mass and Young Church teen leaders.
- Recruit and organize adult volunteers (core team) to assist in implementing overall vision for Young Church.
- Weekly check-in with the core team after each Young Church.
- Plan and lead Core Team monthly meetings.

## **Administration**

- Assist the Director of Youth & Young Adult Evangelization in staying faithful to and maintaining the budget.
- Maintain accurate records of youth attendance, registrations and parental permissions.
- Ensure all volunteers are in compliance with safe environment policies set by the Diocese.
- Prepare for in advance and attend weekly team meetings, monthly department meetings and monthly staff meetings.

## **Position Requirements**

### **Knowledge, Skills & Abilities**

- Have initiative, drive, creativity, excellent organizational skills, an ability to multitask, sensitivity to the needs of the people and the ministry team & sound judgment regarding risk and safety (Humble, Hungry & Smart).
- Have the ability and experience with working on a team.
- Understand the dynamics of evangelization, conversion, the Catechumenate Model & Ecclesial Method to effectively communicate the Gospel to youth, teen, and adults.
- Experience with small group leadership and understands the road to intentional discipleship.
- Direct ministry experience preferred with strong gifts in speaking in front of a large crowd of people (experience being an MC at an event is preferred).
- Communicate effectively and resolve conflict with youth, parents, volunteers, & co-workers while maintaining the ability to honor confidentiality.
- Have reliable personal transportation.

### **Education & Development**

- Bachelor's degree in Theology preferred and open to professional growth.
- Personal Spiritual Development: Maintain consistent spiritual direction, regular prayer, reading and reflection.