

Saint Rose of Lima Catholic Church **Job Description**

Job Title: Assistant Director of Youth Ministry
Reports To: DRE
FLSA Status: Exempt – 37.5 hours/week
Prepared Date: August 5, 2019
Approved By: Fr. John Sims Baker, Pastor
Approved Date: August 5, 2019

Saint Rose Catholic Church is an established and active community of more than 2000 families located in the expanding city of Murfreesboro, Tennessee; our community offers Masses in both Spanish and English. We are seeking to hire a full-time Assistant Director in Youth Ministry. This position begins in the Fall of 2019. The Assistant Director participates directly in all aspects of Youth Ministry (teaching, discipleship, community building, family life, etc.) in order to bring the youth and others into intimate communion with Jesus Christ. The responsibilities of the Assistant Director primarily consist in working with middle-school youth, but also includes additional aspects of youth ministry.

The ideal candidate is experienced in Youth Ministry and passionate about helping others deepen their faith. The Assistant Director is expected to exhibit personal maturity, spiritual depth, and moral virtue. In addition, the Assistant Director should be an organized self-starter, capable of taking on administrative tasks. The Assistant Director must be a practicing Catholic in good standing. Experience in Hispanic Ministry and Spanish language proficiency are desirable.

This is a great opportunity for the right person to serve Christ and his people. If you have a passion for connecting teens with Christ contact us as soon as possible.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- BA in theology or related field
- Experience in youth ministry or related field
- Ability to speak English and Spanish preferred

Additional skills and requirements.

- Ability to take on administrative tasks as needed
- Practicing Catholic in good standing
- Willingness to interact effectively with parents and volunteers
- Demonstrated personal responsibility
- Deep knowledge of the Catholic Faith
- Available to work nights and weekends
- Proficient computer skills and demonstrated ability to communicate in social media

Sacramental Preparation Programs

1. Works with and reports to the Director of Catechesis in formulating and scheduling catechesis of youth, especially students preparing for Confirmation.
2. Coordinates and works with youth and their families in preparing for Confirmation; meets with parents.
3. Coordinates confirmation retreats.
4. Oversees the organization and implementation of post-Confirmation reception.

Administrative

1. Participates in staff meetings and regularly reviews status of program goals and priorities.
2. Communicates with staff and parish community regarding youth ministry activities.
3. Stays up to date regarding diocesan policies and best practices to ensure that parish policies regarding youth ministries are formulated according to the latest standards. Serves as the liaison with the diocesan office of youth ministry and their programs, services, and resources.
4. Prepares and submits needed reports as required by the diocese or the parish office.
5. Takes on additional administrative roles in youth ministry as needed.

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 functions. Some lifting of supplies or equipment may occasionally be required, not exceeding 10 pounds.

Additionally, while performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is exposed to moderate noise levels in the work environment. Saint Rose of Lima is a smoke free workplace.

TO APPLY

To apply for this position please email a cover letter and resume to Dr. Ben Smith at bsmith@saintrose.org.