

St. Simon Catholic Parish
1860 Grant Road
Los Altos, Ca. 94024
www,stsimon.org
650-967-8311 ext 16 Attn: Joan Mibach

Job Posting: Director of Youth Ministry

Hours: This is a full time, exempt, 12 month position

The Mission of Youth Ministry at St. Simon Catholic Parish:

St. Simon Catholic Parish values the faith, gifts, energy and fresh ideas of our young people. It is the mission of our youth programs to attract, engage, educate, and retain youth in the life and leadership of the parish. Our junior and senior high school programs will ensure that participants have a strong foundation in the Catholic faith and will provide opportunities for participants to form and grow their Catholic identity. We will promote active Christian discipleship. We will provide meaningful opportunities for participants to serve in ministry to the community so as to further develop their leadership skills.

This position coordinates comprehensive Junior High and High School youth ministry for the parish. The Director of Youth Ministry will work collaboratively with the Parents, Pastor, Director of Faith Formation, as well as the school and pastoral staff. He/she will be responsible for coordinating all activities of the Junior High (Grades 6 – 8) and High School (Grades 9 – 12) youth ministry.

Success of our Mission requires the active participation of everyone in our Parish. The Director of Youth Ministry will organize and facilitate youth ministry programs which will ensure that youth, their parents, the catechists, core team leaders, and other volunteers will grow in their faith as they participate in Youth Ministry.

Qualifications and Skills:

- **Must be able to attract, recruit, motivate, educate, catechize and retain catechists, core team leaders, facilitators and volunteers in support of the program.**
- **Must be able to attract, recruit, motivate, educate and retain youth members in the junior high and high school youth ministry programs.**
- **Must have knowledge and understanding of Scripture, theology, liturgy, catechesis, and adult faith formation.**
- **Must be able to articulate the faith of the Catholic Church in a professional and appropriate manner.**

- **Must demonstrate and model for our youth active participation at Mass and other liturgical services.**
- **Must have good verbal and written communication skills, and be proficient in the use of the computer and basic Microsoft Office functions.**
- **Must be organized and work in collaboration with parents, the Pastor, the Director of Catechetical Ministries, members of the school and pastoral staff, and volunteers to develop appropriate plans for the implementation and animation of all 8 components of comprehensive youth ministry.**
- **Must exhibit pastoral and professional demeanor in relating to the Pastor, the Director of Catechetical Ministries, members of the school and pastoral staff, youth, parents, catechists, core team leaders, and volunteers.**
- **Must participate in on-going formation courses as required.**
- **Must follow guidelines for youth ministry and meet the standards as outlined for the Diocese of San Jose.**

The Director of Youth Ministry is responsible for:

- o **The establishment, coordination and maintenance of the comprehensive youth ministry curriculums for Junior High and High School students. A comprehensive curriculum is expected to include the following 8 components: ADVOCACY, CATECHESIS, COMMUNITY LIFE, EVANGELIZATION, JUSTICE AND SERVICE, LEADERSHIP DEVELOPMENT, PASTORAL CARE, and PRAYER AND WORSHIP.**
- o **Working in collaboration with the St. Simon School Service Learning Coordinator to assure synergy between St. Simon School Service Learning Program and the Justice and Service aspects in junior high youth ministry.**
- o **Working in collaboration with the Confirmation Coordinator and the St. Simon School Religion Coordinator to assure synergy between Confirmation preparation, St. Simon School Religion Program and junior high youth ministry at St. Simon Parish.**
- o **Working in collaboration with the Director of Catechetical Ministries to design and maintain the Jr. High and High School Youth Ministry portions of the Parent/Family Handbook as well as the Handbook for Catechists, Core Team Leaders, Facilitators and Volunteers.**
- o **Working in collaboration with core team leaders, volunteers, parents as well as the Director of Catechetical Ministry and other coordinators in the catechetical department to develop the curriculum / calendar for Junior High and High School youth ministry. This must be given to the Pastor, the Directory of Catechetical Ministries, members of the pastoral staff as well as all youth, parents, catechists, core team leaders and facilitators and volunteers prior to August 1 each year.**

Education and Experience

Typical requirements are a college degree plus two years experience working with youth. Also desired would be either a Certificate of Youth Ministry, be a graduate of the Institute for Leadership in Ministry, or Certificate of Master Catechist.

Please send resume to Joan Mibach, jmibach@stsimon.org.