

Youth Minister

St. Thomas Aquinas Catholic Church

Sugar Land, TX

Summary

St. Thomas Aquinas Catholic Church in Sugar Land, Texas is seeking a Youth Minister in a full-time position to coordinate our Confirmation, EDGE, and Life Teen programs for middle and high school youth. Responsibilities include but are not limited to:

- Prepare students to receive the Sacrament of Confirmation and engage parents and sponsors in the process.
- Prepare and implement curriculum and materials for Edge and Life Teen Programs.
- Work closely with the Pastor and his staff to ensure the Youth Ministry is properly integrated with other parish ministries.
- Recruit, train and coordinate Core Teams of adult volunteers.
- Maintain clear and open lines of communication with the students, parents, Pastor and staff.
- Ensure that all adult volunteers are Safe Environment trained.
- Plan and monitor program budgets.
- Maintain registration and attendance records.
- Plan and organize the Life Teen retreat.
- Plan and assist with fund raisers.
- Attend various Archdiocesan meetings and training seminars related to the Youth Ministry.
- Set a Catholic example for youth and parents by attending Mass and participating regularly in the Sacraments.
- In charge of maintaining proper database of Safe Haven Training by all the employees and volunteers of various Ministries in our parish and to ensure that the database is current and up to date.
- Assist staff in other duties as determined in consultation with the Pastor.

Qualifications

- Bachelor's degree in theology or equivalent education.
- Previous Youth Ministry experience will be given preference.
- Must complete Safe Environment training.
- Must pass a background check.
- Must have working knowledge of Excel, Word, Publisher, and PowerPoint applications.

Work schedule

- Classes are held on Sunday afternoons/evenings and Wednesday evenings. Other workday hours will be determined in consultation with the Pastor.
- Director will be expected to attend and be present at retreats, days of reflection and other special events.

Resume submission

Applicants should email their resumes to the Business Manager: businessmanager@stasugarland.com, with a copy to the Pastor: pastor@stasugarland.com as soon as possible.