

Director of Youth Ministry – St. Bartholomew Catholic Church, Columbus, IN

St. Bartholomew Catholic Church, Columbus, IN is seeking a full-time Director of Youth Ministry. St. Bartholomew has a successful, well established Youth Ministry program. The successful candidate will be joining a dynamic Pastoral Team that works collaboratively to provide Christ centered programs for parishioners of all ages, in English and Spanish. The responsibilities of the Director of Youth Ministry will include designing, developing, and implementing programs and events for all youth 9th – 12th grades. They will work closely, collaboratively and in an oversight roll with the Associate Youth Minister. The Director of Youth Ministry, along with the Youth Ministry team, will plan, implement, and administer the High School Confirmation program. They will collaborate with the Pastor and other Pastoral staff members to create disciples who are engaged in their faith.

Candidates should possess good organizational, communication, and interpersonal skills, as well as a firm knowledgeable of the Catechism of the Catholic Church. Candidates must be a fully initiated and practicing the Roman Catholic faith. Bilingual is preferred.

Interested candidates should submit a letter of interest, along with a resume and any other relevant documentation to:

Fr. Chris Wadelton (Cwadelton@stbparish.net) with the subject line: Director of Youth Ministry.

You can also mail a resume to:

St. Bartholomew Catholic Church

1306 27th Street

Columbus, IN 47201

This position is immediately available. Benefits include competitive Salary, employer/employee paid health insurance, HSA account contributions, life insurance, worker's compensation insurance, paid holidays and vacation days, and 403B participation with employer match.

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ARCHDIOCESE OF INDIANAPOLIS

JOB DESCRIPTION

Youth Minister

I. IDENTIFYING INFORMATION

Position Title:	Director of Youth Minister
Location:	St. Bartholomew, Columbus, IN
Status:	Full Time
FLSA:	Exempt
Reports to:	Pastor – Fr. Chris Wadelton
Supervises:	Associate Youth Minister, Full-time

II. PRIMARY FUNCTIONS

The Primary functions of the Director of Youth Ministry include designing, developing, and implementing programs and events for all youth grades 9th – High School. As presented in the USCCB document, *Renewing the Vision*, the director fosters a comprehensive approach to youth ministry that recognizes the cultural, developmental, and spiritual diversity among Catholic youth, as well as to parents and families. The director focuses on pastoral activities which empower young people to live as disciples of Jesus Christ, drawing them into the life, mission and work of the Catholic faith community. The Director of Youth Ministry will work collaboratively with the Pastoral Staff and the Associate Youth Minister.

III. POSITION CONTENT

A. ESSENTIAL FUNCTIONS

Major Responsibilities and Regular Activities of Position:

1. Implement, administer the High School Confirmation program.
2. Provide service opportunities for Youth within the Church and in the community.
3. Identifies and develops leaders, calling forth their gifts for ministering to youth.
4. Manage the “Youth Café” afterschool program.
5. Organize special events (Retreats, sports events, Movie nights, guest speakers, etc.)
6. Promote Vocations for young women and men.
7. Implement and administer Catechetical opportunities in addition to the Confirmation program.
8. Organize and promote the weekly Youth Group meetings.
9. Work collaboratively with the Associate Youth Minister, who has primary responsibility for Jr. High youth.
10. Work with the Parish Business Manager to generate and manage the Youth Ministry budget

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE, AND/OR ABILITIES

1. Knowledge of Catholic Church teachings, particularly as they apply to youth and young adults.
2. Willingness to foster the Church’s mission to develop disciples of Jesus Christ.
3. Integrates regular and ongoing continuing education and Spiritual development in own life.
4. Good organization, communication and planning skills.
5. Ability to organize and manage workload to meet deadlines
6. Ability to work with the Associate Youth Minister and Pastoral Staff in an effective manner
7. Bilingual (English/Spanish) preferred
8. Computer technology and social media knowledge and skills
9. Self-motivated. Ability to work with minimal supervision
10. Ability to handle multiple projects and priorities simultaneously

B. EDUCATION, TRAINING, AND/OR EXPERIENCE

1. Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct

2. Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training
3. Background screening required
4. Valid driver's license required

V. WORKING ENVIRONMENT

1. Youth Ministry has a wonderful Youth Space for gatherings and activities. The Youth Minister and Associate Youth Minister have separate offices attached to the Youth Space.
2. Physical demands may include: Bending/ stooping/ stretching/ climbing/ walking/ standing/ sitting/ lifting ~40 lbs. These will be occasional demands based on activities.
3. Occasional Over-night activities (Retreats, Mission trips, etc).
4. Office based requirements:
 - a. Familiarity with Microsoft Office (Word, Excel, Power Point, etc.)
 - b. Familiarity with Social Media platforms.
 - c. Communicate effectively through written and electronic media
 - d. Ability to travel and work regularly at the parish located in Columbus, Indiana.

Date of job description: June 12, 2022

Employee Name: _____

Employee Signature: _____

Date: _____