



**Job Title:** Director of Youth Ministry (“Youth Minister”)

**Location:** St. Philip Church and School

**Reports to:** Pastor

**FLSA Status:** Full-time (40 hours)

**Last Revised:** 25 August 2024

### **Summary**

The primary task of the Youth Minister is to create opportunities for all members of St. Philip Parish from grades 6-12 to learn how to be a disciple of Jesus Christ within his Church. The Youth Minister also supervises adult volunteers for the program. The Youth Minister is to be solicitous to foster the personal and spiritual growth of each person in the program. He or she will accomplish this task by serving in the following capacities.

1. Oversee and lead high school youth formation and volunteers, partnering with Mater Dei High School as appropriate.
2. Oversee and lead middle school youth formation and volunteers, partnering with St. Philip Middle School as appropriate.
3. Serve as a resource and offer guidance to the core committee of Vacation Bible School.
4. Connect youth to the larger life of St. Philip Parish and provide support for their growth as saints.

### **Essential Job Functions**

- Plan, develop, promote, and supervise a balanced program of activities / events for youth in grades 6-12 throughout the year that encourages formation in the Catholic Faith.
- Provide opportunities for service projects, spiritual growth, and facilitation of relationships with young people.
- Leadership team growth: Adult leader and “God Squad” peer leadership team recruitment and planning meetings. Ensuring that all volunteers have up-to-date Safe Environment training.
- Build relationships with young people and their families to assess their needs.
  - Being a stable presence at weekend Mass and parish events (e.g., Confirmation Mass, Summer Social).

- Participate and recruit youth to larger events (TEC, Source and Summit, Steubenville conferences, Catholic Heart Work Camp / Mission Evansville).
- Communicate with parents and young people by various means, including but not limited to social media, email, SMS text messaging, the bulletin, and flyers.
- Offer support and assistance to parents and ensuring that they are aware of opportunities.
- Attend staff meetings. Attend diocesan meetings / retreats as appropriate. Maintain relationships with area youth ministers and collaborate as appropriate.
- Post general information to the St. Philip Parish social media accounts. Post information via MyParishApp when necessary.
- Serve as the parish liaison for middle school through young adult initiatives from the diocese and west-side parishes for larger events.
- Develop and monitor budget. Maintain statements and records. Assiduous in observing good financial best practices.
- Organize and execute fundraising opportunities as appropriate.
- Be present on campus in a stable manner upon which others can plan. Consult with the pastor to set up a regular schedule of presence in the office.
- Prioritizing professional development.

Specific skills and responsibilities are negotiable with the pastor's approval.

Applicants shall exhibit, in behavior, speech, and manner of life, those values compatible with Catholic beliefs in particular. Applicants shall be practicing Roman Catholics living in accord with the marriage laws of the Church. All employees shall abide by the laws of the Church and of the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

Please send résumé / CV to:

Rev. Fr. Ryan P. Hilderbrand  
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