

YOUNG ADULT MINISTER

St. Paul the Apostle Catholic Church, Chino Hills

Full Time 40 hours per week

Founded in 1986, St Paul the Apostle is a community baptized into Jesus Christ, formed by Word and Sacrament, Empowered by the guidance of the Holy Spirt, seek to be the visible sign of God's love.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Plans, advertises, implements, and evaluates Young Adult Ministry programs and events, in collaboration with the Core Team, which includes but not limited to: Creating opportunities for prayer and worship for young adults; providing appropriate programs/activities/events for young adults depending on their unique needs; providing necessary materials/information for young adult concerns, advocacies, and issues
- Recruits and trains young adult ministry volunteer leaders who will assist in the planning and implementation of the program
- Develops close communication with families of young adults and seeks for ways to include them in the program
- Establishes affiliations with Young Adult ministries and programs in other parishes/schools in and outside of the diocese, as well as with civic organizations geared towards serving young adults
- Facilitates the smooth transition of high school teens to young adulthood by developing appropriate programs and creating a welcoming environment
- Coordinates with professionals in addressing issues confronted by young adults
- Administers and maintains Young Adult ministry bulletin page, webpage, and other social media accounts.
- Acts as the liturgy coordinator for Sunday Youth Mass
- Performs other tasks pertinent to the implementation of Young Adults ministry programs, proper maintenance of the youth center; accepts, handles and receipts monies for events and trips; schedules all programs, events and meetings with the front office; prepares budget and keeps programs within the budget.
- Coordinates with other youth ministers, and if necessary, helps in church events.
- Coordinates with other parish personnel regarding the needs of the ministries
- Reports directly to the Youth Coordinator
- Performs other tasks delegated by the Youth Coordinator.

QUALIFICATION GUIDELINES

- Must be a practicing Catholic in good standing and basic understanding of liturgy
- Must be attending, enrolled or willing to enroll in PMFP courses
- Must have understanding of Comprehensive Youth Ministry by the Catholic Church
- Must have an understanding of youth culture and sociability.
- Must be computer literate and proficient in MS Word, Excel, PowerPoint and Publisher

- Must have ability to interact professionally with all employees and people on parish grounds as well as with young adults and their parents
- Must have flexibility in work schedule as necessary

PHYSICAL REQUIREMENTS

- Must be able to lift 50+ pounds on regular basis.
- Frequent standing, walking, sitting, lifting, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive overhead work, repetitive arm/hand/finger movements, sense of touch/feel, working in confined space or heights, temperature extremes.

Interested candidates, please forward your resume and salary requirements to:

St. Paul the Apostle Catholic Church
14085 Peyton Drive, Chino Hills, CA 91709
Attn: Manny Perez, Business Manager
mperez@sptacc.org

The Diocese of San Bernardino is an Equal Opportunity Employer.