

Young Adult Minister

St. Paul the Apostle, Chino Hills

Part-Time (25 hours per week)

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

Founded in 1986, St. Paul the Apostle is a community called to be a visible sign of God's love, though the guidance of the Holy Spirit.

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
- Attends diocesan, parish, and ministry meetings and trainings, if necessary
- Adheres to Diocesan policies and guidelines especially on Safe Environment
- Performs tasks pertinent to the implementation of Young Adults ministry programs, such as, among many others: helps keep the 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; prepares proper financial accounting.
- 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 and performs other tasks delegated by him/her.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Must be a practicing Catholic in good standing.
- Must be attending, enrolled or willing to enroll in PMFP courses
- Must have understanding of Comprehensive Youth Ministry as outlined by the Catholic Church
- Must have background and basic understanding of liturgy
- 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
- Preferably bilingual (English and Spanish)
- Must have ability to interact professionally with all parish staff, parishioners and visitors coming into the parish.
- Must have ability to work in a multi-cultural environment.

PHYSICAL REQUIREMENTS:

Includes but not limited to standing, sitting, kneeling, bending at the waist, stooping, walking, and driving. Lifting and carrying up to 40 lbs. Position requires utilizing PC, including reading the screen and utilization of keyboard.

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

St Paul the Apostle Catholic Church
Attention: Manny Perez
14085 Peyton Dr.
Chino Hills, CA 91709
Email mperez@sptacc.org

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