

Youth & Young Adult Minister

Sacred Heart Catholic Church, Rancho Cucamonga

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.

Position Summary: Responsible for developing, coordinating, and implementing dynamic, comprehensive, and Christocentric junior high (Edge), high school (Life Teen), and young adult (Abide) ministries. Youth and young adult ministry must seek to incorporate catechesis, community life, discipleship, evangelization, justice and service, leadership development, pastoral care, prayer and worship, with a relational ministry approach, utilizing both in-person and virtual programs.

RESPONSIBILITIES INCLUDE, NOT ARE NOT LIMITED TO:

- Coordinates culturally-competent ministry in-line with Roman Catholic teaching and under the guidance of diocesan and parish policies and structures.
- Practices and adheres to all Catholic teaching including, but not limited to: Sunday Mass participation, personal and public virtue and morality, and Catholic Social Teaching.
- The Coordinator of Youth and Young Adult ministry is a member of the parish staff and is supervised by the Parochial Vicar and Business Manager.
- Meets periodically with Parochial Vicar to review youth and young adult calendar and progress.
- Attends regular staff meetings and Mass to communicate youth and young adult activities and events.
- Collaborates with staff on parish projects, events, and faith-sharing.
- Collaborates with the Coordinator of Liturgy to recruit, train, and schedule youth and young adult lectors, ushers, and musicians for the 5pm Youth and Young Mass.
- Collaborates with Confirmation Coordinator on shared responsibilities, events, and activities.
- Maintains youth and young adult bulletin page, social media, website page, email and voicemail, as well as necessary office and program records.
- Submits a yearly calendar of all youth and young adult virtual and/or in-person meetings, retreats, gatherings, special events, etc.
- Submits annual financial reports and budgets and sends Life Teen renewal to Business Manager.
- Fosters active involvement of youth and young adults in the life of the parish, including but not limited to: serving at liturgies, attending parish functions, participating in multi-cultural/multi-ministry events, and serving on committees.
- Engages in local outreach to bring Jesus to youth and young adults in and around the parish boundaries.
- Associates with local schools (including Sacred Heart Catholic School), parishes, communities & county to develop a connection to the parish.
- Serves as a liaison to the Diocese of San Bernardino Office of Ministry with Young Catholics.
- Adheres to and implements diocesan policies and guidelines especially regarding Safe Environment.
- Attends and participates in diocesan and vicariate meetings, retreats, events, gatherings, etc.
- Builds relationships with youths and their families and young adults and connects them to Jesus and the parish.
- Oversees registration of youth and young adult ministry and maintains proper records.
- Recruits and trains youth and young adult Core teams who will assist with planning and implementing a holistic ministry.
- Incorporates youth leadership formation, mentoring, and internship.
- Provides weekly opportunities for communal, familial, and/or personal spiritual encounters and growth through Bible studies, Edge & Life Nights, young adult gatherings, prayer experiences, etc.
- Provides monthly or quarterly opportunities for communal, familial, and/or spiritual encounters and growth through XLTs, missions, retreats, days of reflections, Theology on Tap, vocation awareness, etc.
- Uses effective and engaging social media campaigns, graphics, ads, and videos to promote youth and young adult ministry events and activities.
- Produces professional quality and respectful presentations when addressing teens, young adults, staff, parents, and the Sacred Heart community, including appropriate verbal and non-verbal language, clothing, visuals, etc.
- Other duties as assigned by pastor

QUALIFICATION GUIDELINES:

- Must be an active member of a Roman Catholic faith community.
- Background and understanding of liturgy.
- Must be computer literate and knowledge of Word, Excel, Publisher and Power Point.
- Position requires flexible work schedule as necessary.
- Must have ability to interact professionally with all employees and people on parish grounds.
- Must have ability to serve in a multi-cultural environment.
- Diocesan formation (PMFP, CMPP) Specialization or certification in Youth Ministry or related field **preferred**.
- Bilingual in English and Spanish **preferred**.
- Music background (Piano, guitar and vocal) **preferred**.

PHYSICAL REQUIREMENTS:

Includes but not limited to standing, sitting, kneeling, bending at the waist, stooping walking, running, and driving. Lifting and carrying in excess of 30-40lbs if necessary. Position requires utilizing PC, including reading the screen and utilization of keyboard.

Interested candidates, please forward your resume and salary requirements to: laquita.g@sacredheartrc.org

Sacred Heart Catholic Church

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The Diocese of San Bernardino is an Equal Opportunity Employer.