

Youth & Young Adult Minister

Sacred Heart Parish, Rancho Cucamonga

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 1953, Sacred Heart is called to serve men, women and children of every race, language and nation through the celebration of the sacraments, instruction and evangelization.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Responsible for developing and coordinating for the parish's efforts in ministry with young people from middle school through young adults. This includes Edge, Life Teen, and Young Adults sessions: weekly gatherings, monthly activities and special events.
- Coordinates a culturally-competent, diversity-friendly youth and young adult ministries in the parish.
- Develops close communication with and mutual support from families of youth and collaborates with other community-wide, civic youth serving organizations.
- Fosters involvement of youth and young adults in the life of the parish, including serving on parish committees and parish activities.
- The Youth/Young Adult Minister is a member of the parish staff who reports directly to the and Confirmation Coordinator.
- Attend regular staff meetings and participate in staff planning, communicate to staff about youth and young adult ministry.
- Recruit and train Youth and Young Adult ministry volunteer leaders which will assist with planning, implementing a holistic ministry.
- Coordinate outreach to all young people in our parish and beyond the parish setting (local schools, etc.)
- Serve as a liaison with the Diocesan ministry of Office with Young Catholics and their programs, services, and resources.
- Attend and participate in diocesan meeting, gatherings and various activities, educational and spiritual growth opportunities.
- Adhere to Diocesan Policies and Guidelines to ensure the Safe Environment of the young church.
- Submit annual financial report and budget; administers budget throughout the year as well as fundraising for ministry needs.
- Submit a yearly calendar of all Youth and Young Adult activities, gatherings and special events.
- Maintains necessary office and program records.
- Use effective of social media, marketing, presentation skills when addressing teen, staff, parents and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
- Collaborate with Liturgy Coordinator regarding Saturday 5pm Youth Mass.
- Recruit and assist in training of high school youth and young adult liturgical ministers for weekend Liturgy.
- Prepare and play music for weekly liturgies and monthly Adoration (XLT).
- Communicate and collaborate with Pastor regarding homilies, thrust of the liturgy and themes, liturgical seasons and special Masses.
- Submit periodic reports to the Parochial Vicar detailing programs in youth and young adult ministry.
- Other duties as assigned

QUALIFICATION GUIDELINES:

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

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:

Sacred Heart Catholic Church
12704 Foothill Blvd.
Rancho Cucamonga, CA 91739
nellie.d@sacredheartrc.org

The Diocese of San Bernardino is an Equal Opportunity Employer.