

Title: Director of High School & Young Adult Ministry
Parish: St. Thomas the Apostle Catholic Church, Naperville, IL
Position: Full-time, Benefits, On-Site

Position Summary

Director of overall Faith Formation responsibilities for youth in grades 9th through 12th as well as Young Adult ministry. Directs, coordinates, researches, and develops along with the Faith Formation team, Youth Ministry (YM) team, Young Adult (YA) team, parents, and additional input, programming that is aligned with current professional standards in ministry, parish goals, pastor's vision, and parental input. Directs immediate reports and maintains a healthy, professional environment.

Essential Job Functions

- Develop scope and sequence for all programming 9th-12th & Young Adult ministry
- Maintain membership, meet with, and vision with Youth Ministry team, Faith Formation team, Faith Formation Commission, and other pastoral and ministry leaders
- Oversee and direct youth preparation for the Sacrament of Confirmation
- Recruit, train, support catechists, small group leaders and all volunteers
- Continue to measure success of program through surveys (SurveyMonkey) and qualitative feedback
- Participate in ongoing training by staying informed on professional youth ministry sources, in-service training, conferences etc.
- Communicate and build positive relationships with parish members, parents, youth, catechists and volunteers and young adults through bulletin articles, website articles, meetings, etc.
- Meet weekly with support staff and ensure a healthy work environment with clear, consistent expectations
- Provide immersion, service-learning, liturgical, spiritual, community-building, leadership developing and catechetical experiences for youth and young adults, such as missions, retreats, conferences, etc. that are organized age-appropriately and consistent with professional standards in Youth Ministry
- Be a voice and an advocate for the youth and young adults of the parish to be welcomed and accepted as valued members of the parish community
- Ensure the family is the center of all ministry and parental support is a foundation

Non-essential Job Functions

- Support teens through ministries such as the Behavioral Health team, and Service efforts such as Harvest Sunday, writing recommendations for teens, etc.
- Participating in Parish-wide activities such as Evangelization team, Ministry Fair, Parish Picnic, etc.

Requirements

- Theology or Pastoral Ministry degree or relevant experience
- 3-5 years of Youth Ministry experience, preferably at a parish larger than 1,000 families
- Excellent verbal and written communication experience
- Ability to resolve conflict in a healthy, positive manner
- Good project management skills
- Comfortable and experienced in having healthy relationships with minors and parents
- A strong and active faith life in a Catholic-Christian community is required, preferably as a parishioner at St. Thomas

Other Skills/Abilities

- Microsoft Excel, Word, PowerPoint proficiency
- Technical experience with sound equipment and lighting a plus
- Protecting God's Children certification, background check, and references regarding work with minors
- Experience in playing or leading music is a plus.

Salary Range

Salary range for this position is \$45,000 - \$50,000 annual, depending on experience, education, training and skill level. This is a full-time position with benefits.

Benefits

We offer a competitive benefits package that includes:

- Medical, Dental, Vision Insurance, Basic Life and AD & D, Long-Term Disability Insurance, Flexible Spending Accounts, Defined Pension Plan funded by Diocese of Joliet, 403(b) retirement plan, paid personal leave days, and paid holidays based on holiday schedule determined at local level.
- Voluntary benefits of Short-Term Disability, Critical Illness, Accident, Hospital Indemnity, and Permanent Life Insurance.

About the Employer: Saint Thomas the Apostle Catholic Church is a vibrant and welcoming Catholic faith community strongly guided by the vision of the Second Vatican Council. We strive to live by the motto, “All are Welcome” and seek to meet every person where they are in their faith journey and faithfully and compassionately journey forward with them. Led by the Holy Spirit, rooted in the Eucharist, St. Thomas the Apostle strives to be an inclusive servant community – to be Christ in the World. We bear the Good News of God’s unconditional love to all generations through worship, faith formation, witness and service.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

To apply for this position, please send resume and cover letter to dgrantham@stapostle.org. Please reference Director of Youth & Young Adult Ministry in subject line of email.

PHYSICAL ABILITIES THAT ARE COMMONLY ASSOCIATED WITH THE PERFORMANCE OF THE FUNCTIONS OF THIS JOB¹

- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Physically able to perform the duties as assigned, including the ability to lift up to 50 pounds, if needed.
- Ability to stand, sit, or walk for extended periods of time.
- Occasional additional evening hours may be available, flexibility to adjust to other department/business needs.

¹ This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.