Job Title: Coordinator of Youth Ministry
Reports To: Pastor
Parish: Saints Peter and Paul Catholic Parish, Naperville
Position: On-site, Full-time, Benefits

Job Summary

Saints Peter and Paul Catholic Parish in beautiful downtown Naperville is looking for a dynamic youth minister to lead High School and Junior High youth programs that inspire and equip students to follow Jesus Christ in the Catholic Church. The youth minister forms young people through catechesis, prayer, service, and social opportunities.

Responsibilities

- *To teach towards conversion* in two weekly meetings (Junior High and High School) that include prayer, catechesis, and fellowship. Students should learn the "whys" of the Catholic faith especially regarding hot-button issues. Help students pray by guided meditation, the rosary, or other methods from Catholic Tradition.
- *To organize service opportunities* that integrate the Gospel into students' lives. Examples include working with the Little Sisters of the Poor, organizing a mission trip, volunteering at the parish, etc.
- *To offer social opportunities* for students such as movie nights, bowling, etc.
- *To plan spiritual retreats,* giving students the opportunity to meet Jesus and deepen their relationship with Him. Trips to Steubenville Conferences, the March for Life, NCYC, and parish-organized retreats are suitable.
- *To manage a youth ministry budget*, including maintaining financial records and basic fundraising (i.e. a bake sale).
- *To train youth leaders and chaperones* who can assist in youth ministry and abide by safe environment standards.
- *Work in tandem with* the Parish School and Religious Education to welcome 7th and 8th graders into youth ministry. Examples include leading the pro-life club, being present at lunch or recess, and speaking in classes.
- *Must support the* mission, values, philosophy and policies of the Roman Catholic Church and the Diocese of Joliet.

Qualifications

- Catholic in good standing with the Church, supporting her doctrine and moral teachings.
- Degree in Theology, Catechetics, or equivalent formation.
- Competent in administration and teaching.
- Comfortable communicating with parishioners and personnel of all ages.
- Creative with the capacity to design programs and engage the parish.

- Experience in youth ministry is preferred.
- Compliant with Safe Environment (Virtus) standards.

Compensation
Salary range is $40,000 - $54,000 depending on experience.

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.

PHYSICAL DEMANDS[i]

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, and use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

To apply for this position, please send cover letter, resume and three references to Michael Lewandowski at mlewandowski@sspeterandpaul.net.

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[i]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.