

**Company:** Sacred Heart of Jesus Catholic Church

**Location:** Broussard, Louisiana

Sacred Heart of Jesus is seeking a High School Ministry Coordinator to collaborate, coordinate and implement formation for students in 9th-12th grade. The Coordinator must be well-formed in the theology and spirituality of the Catholic faith and be comfortable sharing his/her faith with others. He/she must have a mature personal spiritual life that is grounded in prayer, frequent reception of the sacraments, and personal moral behavior that would serve as a strong example to the youth. Understanding the dynamics of conversion and belief in the action of the Holy Spirit as the central agent that brings people into Jesus and to the Father is a must.

Full job description available upon request. Interested candidates should email resume to [cristy@shbroussard.org](mailto:cristy@shbroussard.org).

**Aspects of this position include but not limited to:**

- plan, schedule, coordinate and conduct 9th-12 grade ministry using Life Teen curriculum (including retreats and summer camp)
- incorporate full use of the youth house with weekly events
- coordinate, facilitate, and oversee all aspects of Confirmation including formation, liturgical ceremony, and administrative functions
- recruit, develop & maintain healthy Core Teams for both Confirmation and Life Teen
- communicate, market and promote high school ministry
- actively collaborate with parish and school staff
- provide active leadership and presence at St. Cecilia School
- ensure that SHJ has a consistent presence at local high schools (public and private)
- plan and oversee Life Teen, Covecrest, and Confirmation budgets

**Skills and Qualifications:**

- Enthusiastically evangelize teens and train others to do so
- Faith-filled, Holy Spirit driven, self-motivated, imaginative, energetic and reliable
- Demonstrate excellent oral/written communication and interpersonal skills
- Demonstrate excellent organizational skills
- Ability and willingness to coach & develop lay leaders

**Requirements:**

- Must have a college degree or certification in theology or religious education and/or 3 years of experience in related position
- Must participate in, implement, promote, and enforce mandatory Diocesan Safe Environment requirements for volunteers and youth
- Must adhere to personnel practices of the Diocese of Lafayette and parish policies and procedures
- Must have initiative and sound judgment regarding overall impression communicated when meeting with teens
- Must maintain the confidentiality of sensitive/personal information
- Must be able to work independently, with minimal supervision and frequent interruptions
- Must be available to work nights and weekends as required
- Dedication to the community of Sacred Heart and the Catholic Church by participating in liturgical celebrations, prayer, and service of the parish.