



# DIOCESE OF LUBBOCK

4620 Fourth Street • Box 98700 • Lubbock, Texas 79499-8700  
(806) 792-3943 • Fax(806)771-7660 • [www.catholiclubbock.org](http://www.catholiclubbock.org)

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## MEMORANDUM

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*This is the official notice of an open position in the Diocese of Lubbock. According to Diocesan Policy, current employees must be notified first of such openings.*

<b>Opening Date:</b>	December 1, 2018
<b>Closing Date:</b>	Open until filled.
<b>Job Title:</b>	Young Adult, Campus, and Youth Minister
<b>Salary/Benefits:</b>	Part-Time job of 20 hours per week. Wage commensurate with experience, Vacation and Sick Time according to Pastoral Manual

The Roman Catholic Diocese of Lubbock, headed by Bishop Robert M. Coerver, desires to attract a professional and experienced minister willing to work with leaders of high school age through young adult. This individual will work to coordinate and administer Young Adult, Campus, and Youth Ministry for the Diocese as well as perform a variety of administrative and support activities. The director reports directly to the Division Director of Evangelization and Family Faith Formation.

### *DUTIES*

The position includes working with parish youth ministers, college ministry, (including FOCUS) and supporting parishes leadership to plan, facilitate, and evaluate local catechetical and social activities. The director must be rooted in Catholic spirituality, moral values, and vocational discernment and be willing to foster these elements in their ministry. This position will coordinate programs and events which reflect the mission and vision of the Bishop of Lubbock. Additional responsibilities include departmental budget management, program delivery, participation in all Diocesan events and fundraising efforts. Administrative skills; an ability to work as a team player; excellent written, verbal and public speaking skills; planning and organizational skills; proficiency with information technology; and ability to maintain confidentiality are required.

The candidate will report to the Division Director of Evangelization and Family Faith Formation and will work with Diocesan Departments, Pastors, Catechetical and Youth Ministers, and Agencies to create an environment of open and honest communication and support, reflecting in these activities the vision of the Bishop of Lubbock.

### *QUALIFICATIONS*

The ideal candidate must have working knowledge of youth ministry and be willing to move beyond individual ministry to group leadership in the different clusters within the Diocese of Lubbock. The candidate must be a practicing Catholic possessing the willingness to understand the structure of Catholic Church and uphold her doctrines. There must be a desire to invite ministers and participants into an ever-deepening relationship with Jesus and to express this relationship within the local Church community. Experience within a public or not-for-profit organization is desired but not necessary. Experience and involvement at the local Catholic parish level would be an advantage. Bilingual in Spanish is a plus. Salary is commensurate with education and experience. They must have successful completion of and compliance with the Safe Environment policies of the Diocese of Lubbock.

We will gladly consider nominations for this position. We invite interested candidates to mail, email, or fax in confidence, a resume that must include a cover letter, salary history, and list of references at the earliest convenience to Diocese of Lubbock Human Resources, P.O. Box 98700, Lubbock, TX 79499-8700; [aocanas@catholiclubbock.org](mailto:aocanas@catholiclubbock.org) SUBJECT: Young Adult, Campus, and Youth Director Position; (806)771-7660 (fax with coversheet). Information on the diocese is on the diocesan website at [www.catholiclubbock.org](http://www.catholiclubbock.org).

**OPEN POSITION – DIOCESAN YOUNG ADULT, CAMPUS, YOUTH MINISTRY DIRECTOR**

The position includes working with parish youth ministers, college ministry, (including FOCUS) and supporting parishes leadership to plan, facilitate, and evaluate local social and catechetical activities. The director must be rooted in Catholic spirituality, moral values, and vocational discernment and be willing to foster these elements in their ministry. Additional responsibilities include departmental budget management, program delivery, participation in all Diocesan events and fundraising efforts. Administrative skills; an ability to work as a team player; excellent written, verbal and public speaking skills; planning and organizational skills; proficiency with information technology; and ability to maintain confidentiality are required.

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