



# DIOCESE OF LUBBOCK

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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>	March 11, 2020
<b>Closing Date:</b>	Open until filled.
<b>Job Title:</b>	Young Adult, Campus, and Youth Ministry Director
<b>Salary/Benefits:</b>	Wage commensurate with experience, Health & Dental Insurance, Sec 125 (Cafeteria) Plan, 403(b) Plan with employer matching, 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 Young Adult, Campus, and Youth Minister. This individual will work to coordinate and administer the Young Adult, Campus, and Youth Ministry for the Diocese as well as perform a variety of administrative and support activities. The Young Adult, Campus, and Youth Ministry Director reports directly to the Division Director of Evangelization and Family Faith Formation.

### *DUTIES*

The position includes responsibility for organizing and uniting youth and young adults of the Diocese. The primary focus of this position is the promotion of Catholic spiritual and moral values, family faith formation, and to encourage vocations. 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 activities including the Annual Catholic Offering for Ministries, and other 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 individual must interface with numerous outside advisors, including Diocese staff, parish priests, young adults, and youth groups. The YACY minister reports to Division Director of Evangelization and Family Faith Formation and works with Department Directors, the Vicar General, Pastors, Principals, Parish Catechetical Leaders, Youth Ministers, College/University students; Vocations Office, and Region X Youth Leaders to create an environment of open and honest communication and to support the vision of the Bishop of Lubbock. In addition to planning and supporting parish youth activities and events, this person will serve as a liaison with campus ministries of the various universities/colleges and help to develop, grow, and maintain these ministries

### *QUALIFICATIONS*

A Master in Catholic Theological Studies, Catholic Pastoral Ministry, or similar advanced level in Catholic Theology. If the candidate does not have this degree, they are to complete this degree within six years of being hired.

The ideal candidate would have at least 5 years' experience in a similar position with a record of energetic, progressive, and relevant programmatic accomplishments in working with young adults and youth. The successful candidate must be a practicing Catholic possessing the willingness to understand the structure of the Catholic Church and enthusiasm to teach in the name of the Bishop. 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.

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 Division Director of Evangelization and Family Faith Formation; [PSzeljack@catholiclubbock.org](mailto:PSzeljack@catholiclubbock.org) SUBJECT: YACYM application. Information is on the diocesan website at [www.catholiclubbock.org](http://www.catholiclubbock.org).