



# DIOCESE OF LUBBOCK

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## MEMORANDUM

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<b><u>Opening Date:</u></b>	January 1, 2025
<b><u>Closing Date:</u></b>	Open until filled
<b><u>Job Title:</u></b>	Associate Director of Young Adult Ministry (Part-Time)
<b><u>Salary/Benefits:</u></b>	\$17.00/hour for 20 hours a week

The Roman Catholic Diocese of Lubbock, directed by Bishop Robert M. Coerver, desires to attract professional and experienced Young Adult Minister. This individual will work to coordinate and minister with the Youth, Young Adult, and Campus Ministry Director for the Diocese and perform various administrative and support activities.

### *JOB DUTIES*

- Teach in the name of the Bishop of the Diocese of Lubbock, upholding and promoting Catholic spiritual and moral values
- Minister to the faith formation of those who are in the 18-39 age range
- Encourage vocations to the Sacraments of Marriage and Holy Orders, Consecrated Life, and Single ministry within the Church
- Coordinate programs and events reflecting the Mission and Vision of the Diocese that encourage and facilitate relationships with God, the Church, and fellow members of the diocese
- Close collaboration with the Diocesan Marriage Ministry Office
- Support of the Vocation Office
- Support priests, young adult leaders, parish catechetical leaders, and youth ministers at the deanery and parish level
- Develop and maintain networking within the diocese and the larger Catholic Community
- Successful completion of the VIRTUS safe environment process and adherence to Diocesan Safe Environment policies
- Twenty-hour work week, including at least one day of in-office time and scheduled evening and weekend events through out the month
- Participation at Diocesan functions, all of which are approved by Youth, Young Adults, and Campus Ministry Director
- Communication with the Youth, Young Adults, and Campus Ministry Director and Division Director
- Interface with other diocesan divisions and staff
- Support fundraising and grant writing work of the diocese
- Familiarity with the Vatican and USCCB documents on the formation of youth and young adults [Christus Vivit: Post-Synodal Apostolic Exhortation; 2018 Synod on Young People Preparatory Document; Renewing the Vision: A Framework for Catholic Youth Ministry; Sons and Daughters of the Light]
- 90-day Probation period

### *QUALIFICATIONS*

- Practicing Roman Catholics engaged in the sacramental and communal dimensions of their parish
- Preferred Five Years of experience working/volunteering in a parish leadership position.
- Seek opportunities to grow spiritually
- Knowledge of Church teachings with the ability to relate them to young adults

- Ability to relate well with those in different walks of young adult life
- Relationship-building and team approach to ministry
- Comfortable working with young adults and aware of appropriate boundaries
- Knowledge of critical issues affecting young adults today
- Excellent written, verbal, and public speaking skills
- Planning, organizational, and evaluation skills
- Proficiency with information technology and appropriate use of social media
- Willingness to grow professionally
- Ability to travel throughout the 25 counties of the Diocese of Lubbock (mileage reimbursed) as required by job duties
- Bilingual in Spanish is a plus
- Ability to maintain confidentiality

We will gladly consider nominations for this position. We invite interested candidates to mail or email in confidence a **resume that must include a cover letter, recommendation letter, and list of references** to Peggy Klein, Youth, Young Adult, and Campus Ministry Director, at [PKlein@catholiclubbock.org](mailto:PKlein@catholiclubbock.org) as soon as possible.  
SUBJECT: **Youth Ministry** application. Information is on the diocesan website at [www.catholiclubbock.org](http://www.catholiclubbock.org).