



# Sacred Heart Parish

Sacred Heart Church  
Holy Rosary Chapel  
Our Lady of Perpetual Help Chapel

2021 West Pikes Peak Avenue  
Colorado Springs, CO 80904  
Office: (719) 633-8711  
office@sacredheartcos.org

**TO APPLY FOR THIS POSITION**, please email your resume, salary expectations, and other supporting documentation to [FormationDirector@sacredheartcos.org](mailto:FormationDirector@sacredheartcos.org) Information will only be accepted via email; submissions to the parish office will not be considered.

## YOUTH MINISTRY

**Reports to:** Director of Faith Formation

**Work Hours:** Sundays: 8:30 a.m. to 1:30 p.m.  
Weekdays and occasional evenings as part of the Youth Programs:  
Flexible hours totaling 15 – 20 per week

**Compensation:** Salary: \$19.00 an hour. Part time employees earn discretionary time off and may receive holiday pay (depending on work schedule).

### Responsibilities:

Oversee/develop all aspects of the Youth Ministry including/but not limited to:

- Recruiting and training Youth Ministry workers and leaders as the program grows
- Organizing classroom, materials, and lessons to maximize cleanliness, safety, and effectiveness of a biblical Youth ministry.
- Development (or care of) lessons, policies, and procedures of Safe Environment Diocese Program of Youth Ministry.
- Scheduling of workers, substitutions, and Youth Ministry events.
- Maintain visitation, prayer, social justice, and outreach to visiting/existing teens and their families.
- Work with other church staff, Formation Director, and Pastors to ensure success of the program.

**Rev. Ronald P. Raab, CSC** Pastor

**Rev. Randall C. Rentner, CSC** Associate Pastor

Grace Donnelly  
Communications and  
Volunteer Coordinator

Sue Gerlach  
SH Music Director  
Liturgy Coordinator

Jimmy Gibson  
Facilities Manager

KC Krumpak  
Business Manager and  
Accounting

Cathy Kusman  
Director  
Faith Formation

Mary Superata  
Receptionist  
Administrative Assistant



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### Position Summary:

The Sacred Heart Church Youth Director is responsible for the growth, care, and Catholic education of our teens ranging from grades 6-12. They are to ensure professional, safe, and effective operation of our Youth ministry program including recruitment and training of additional Youth Ministry staff as the program grows. As program of youth ministry grows, the job will grow.

### Minimum Requirements:

High School Education or Equivalent.  
Ability to pass a background check.  
Dependable personal transportation.

### Main Responsibilities:

- Oversee and develop all aspects of the Youth Ministry including, but not limited to:
- Recruiting and training Youth Ministry workers and leaders as the program grows.
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- Development (or care of) lessons, policies, and procedures of Safe Environment Diocese Program of Youth Ministry.
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### JOB Responsibilities

- Possess a vibrant, personal Christian faith and a willingness to work within the theology of the Roman Catholic Church.
- Prayerfully and joyfully to bring to build and strengthen middle and high school student relationships through personal, direct, and pastoral conversation.
- Provide oversight and leadership at youth ministry gatherings.
- Research, prepare and, if necessary, create faith formation materials.
- Teach Faith Formation classes for both youth and adults on topics related to youth, family, and culture.
- Organize and participate in annual youth retreats, trips, and camps.

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- Provide opportunities for Catholic fellowship, mission, and service for middle and high school students.
- Maintain communication with and assist in the spiritual formation of recent high school graduates.
- Demonstrate a commitment to continuing education by attending conferences and other learning and professional renewal opportunities annually.

### **Miscellaneous Responsibilities:**

- Attend all scheduled Faith Formation staff meetings
- Attend All-Hands Staff meetings
- Interact with the parish staff and Director of Faith Formation.

### **STAFF Structure**

The Youth Ministry will oversee adult youth volunteers and interns and will report to the Director of Faith Formation and the Pastors.  
They will work alongside the associate pastor and directors on staff, especially the Director of Faith Formation Program.

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