



Memo

Date: December 11, 2017
To: Pastors/Administrators and Department Heads
CC: Parish Secretaries
From: Marquita Richburg, Manager, Office of Human Resources
Re: Position Vacancy

Our Lady of Perpetual Help Catholic Church in Carrollton, GA has an opening for a part time (less than 20 hours per week) **Youth Minister**. Reporting to the Director of Religious Education, the Youth Minister is responsible for implementing a systematic and intentional plan for adolescent catechesis that utilizes a creative variety of formats and settings for Sunday evening sessions grades 9-12; coordinating recruitment, training, support and evaluation of adult volunteers in the youth ministry program; facilitate the youth leader program, which enables high school students to assist in planning and implementing programs; coordinating the two year confirmation program which meets on Wednesday evenings; fostering the involvement of young people in the life of the parish, including serving on various parish committees and being involved in liturgy; coordinating outreach and evangelization service opportunities and a yearly mission trip; providing appropriate services and educational programs for parents of adolescents; advocating for a comprehensive vision of youth ministry based on *Renewing The Vision: A Framework for Catholic Youth Ministry* from the USCCB; serving as a liaison with the archdiocesan Office of Youth Ministry and their programs; participating in archdiocesan meetings and trainings; coordinating fundraising opportunities to supplement the Youth Ministry budget; and offer work opportunities for youth to reduce their individual costs for events. Must be a practicing Catholic in good standing. Bilingual is strongly preferred. Please send resume to Administrator@olphcc.org.

Please make this announcement available to your employees and publish it in your parish newsletter and bulletins for the month of December 2017. Thank you.