



Most Pure Heart of Mary Catholic Church

Youth Ministry Intern Position Description and Responsibilities

JOB SUMMARY

Most Pure Heart of Mary (MPHM) is a dynamic Catholic community seeking to grow our youth ministry program. The internship is for those who are passionate about helping young people know Christ and his Church. It will provide an opportunity to learn about professional work in ministry and offer formation and guidance while coordinating a youth program.

The Youth Ministry Intern will work in conjunction a veteran Youth Minister to facilitate the day to day operations of youth ministry and all activities for junior high (7th & 8th grades) and high school (9th -12th grades) youth at MPHM parish. The intern will work under the guidance of the Director of Faith Formation (DFF) in visioning, planning, and professional formation as well as in conjunction with the goals of the Pastor.

REQUIREMENTS

- A faithful Catholic in good standing with a recommendation from current pastor
- Living an exemplary Christian life so as to serve as a positive role model
- If currently a college student, maintain a 3.0 grade average and not be at risk of losing scholarships
- Basic knowledge and understanding of the Catholic Church and Catholic theology
- Computer as well as audio/visual literate
- Must be certified in the Archdiocese of Kansas City Virtus program prior to internship start date and maintain status throughout duration of internship
- Available during evening and weekend hours with some flexible daytime office hours

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES

- Connects with and relates to a wide variety of people
- Communicates effectively both verbally and in writing
- Able to motivate others, encourage faith, and build community
- Able to organize, manage time, and maintain a budget
- Able to recruit, instruct, and supervise volunteers
- Experience volunteering and/or working in a parish setting
- Able to delegate and empower others to use their gifts
- Experience and comfort level giving talks and/or teaching on matters of faith

RESPONSIBILITIES

Formation:

- Regular meetings with DFF for professional formation and planning
- Maintain a regular daily prayer routine
- Set quarterly professional development goals and steps to achieve them
- Attend staff meetings and other staff formation opportunities as possible

Administrative:

- Maintain electronic records of events, calendars, programs, activities, and budgets
- Be familiar with MPHM policies and procedures
- Operate according to the Archdiocesan Virtus program
- Maintain youth ministry pages on the MPHM website
- Provide clear communication with parents, parish, and staff regarding youth activities
- Other administrative tasks as assigned by the DFF

Ministry:

- Facilitates weekly youth activities including spiritual growth, service, and community building.
- Creates opportunities for outreach and invitation to youth
- Assists in recruiting and forming a core team of volunteers
- Assists in creating a long term vision for youth ministry at MPHM including goal setting and a 5 year plan
- Other responsibilities as discussed and planned with the DFF and in conjunction with the goals and objectives of the Pastor

COMPENSATION

- Interns are expected to work 6-10 hrs per week at an hourly rate of \$12
- Internships will last 10 months; start and end dates will be determined at hiring
- An opportunity to extend the internship will be assessed at a midyear review
- Interns' travel and accommodations will be paid for during any trips, conferences, or approved ministry related events. This excludes regular daily commutes to the parish.
- A long term, part-time position with adjusted hourly rate may be considered given the desired qualifications and experience.

APPLICATIONS

- Submit resume and cover letter to Sarah Holthaus at sholthaus@mphm.com by 5pm on March 18, 2022.
- Interviews will be scheduled within two weeks of application deadline.