



ST FRANCIS OF ASSISI CATHOLIC CHURCH

JOB DESCRIPTION	
<p><u>Position/Title:</u> Summer Youth Missionary Intern St. Francis of Assisi Catholic Church, Frisco, Texas</p>	<p><u>Department:</u> Youth Ministry</p>
<p><u>Reports To:</u> Youth Ministry Director</p>	<p><u>Start Date:</u> May 19, 2025</p>
<p>*Host family can be arranged for the duration of the summer role upon request. *Stipend provided.</p>	<p><u>To Apply:</u> Please submit Resume and Cover Letter Requirements to: resume@stfoafrisco.org</p>

General Summary of the Position

St. Francis of Assisi Parish is looking for a Christ-centered, innovative, visionary, and passionate individual to serve as a Summer Youth Missionary and to support the parish’s mission of forming young people into intentional disciples of Jesus Christ. The Summer Youth Missionary will focus on serving the parish through the Middle School (6th -8th grade) and High School (9th-12th grade) initiatives.

The Summer Youth Missionary will help build a culture of discipleship within the youth, parents, volunteers and the greater parish community. This will include collaborating and helping lead youth summer events such as Bible studies, discipleship groups, mission trips, youth conference, and being immersed in full parish life. While this role is specific to the Youth Department, this individual’s role will also have exposure to other departments within the parish.

The ideal candidate is self-motivated and able to perform key tasks independently in a timely manner. This person should enjoy working in a collaborative team environment and is excited to join a growing Catholic parish with a vibrant culture and innovative community. This role will require a firm understanding of our Parish’s vision and values.

Essential Duties and Responsibilities of the Position

Personal Prayer and Discipleship

- The Summer Youth Missionary will report to the Youth Ministry Director and collaborate with the Youth Ministry Department to establish and pursue a mission of evangelization and discipleship for the youth of the parish.
- Work together with the Youth Department to foster evangelization for the parish through personal witness and service to the community.
- Serves as an active member of the parish staff. Attends staff and other meetings as required.
- Participate in a structured prayer routine with the Youth Ministry Department.
- Lead in a culture that seeks to invite the broken and lost into unity with Christ.

- Build a culture of discipleship within youth, parents, and volunteers.
- Responsible for ongoing formation and education to ensure personal spiritual development and growth is consistent.

Ministerial Support

- Build strong relationships centered on a foundation of trust and great communications with parents to give direction for their youth and what is in the best interest of the young person for their spiritual development and growth in the Church.
- Assists the Youth Ministry Director with ongoing training and spiritual formation of all volunteers and teen leaders to build a culture of discipleship and prayer for the youth ministry department and parish.
- Foster the spiritual growth of youth preparing to receive the Sacrament of Confirmation.
- Responsible for thoroughly understanding and implementing our Confirmation process for youth and the theology behind the Sacrament to ensure orthodox and formative preparation for each youth.
- Collaborates with other Youth Ministry peers within the diocese (and elsewhere) to learn best practices, seek solutions and ideas.

Mission Initiatives

- Works with the Youth Ministry Director to ensure involvement community activities such as the weekly Youth Bible Study, local Middle School Missions Week, Steubenville Youth Conference, and High School Mission Trip along with other opportunities that may arise.
- Encourage youth to pursue leadership opportunities in the program and work extensively with youth leadership teens to encourage them to select and coordinate appropriate social, service, liturgy, and worship opportunities for their peers.
- Journey and mentor youth leadership teens throughout the summer through youth discipleship groups.

Position Requirements

Knowledge, Skills, and Abilities:

- Must be a practicing Catholic in good standing and demonstrate an active commitment to the Church's mission and to the sharing of that mission with youth.
- Must possess a servant-leadership mindset.
- Must understand the importance of the parishioners and the community served by St. Francis of Assisi.
- Must maintain a positive, upbeat, self-starting, problem solving, can-do attitude.
- Outstanding interpersonal skills and demonstrated ability to work effectively with adults and children of all ages.
- Must be able to thrive with minimal supervision.
- Must have the ability to listen carefully and take direction well.
- Ability to manage time and prioritize accordingly.
- Comprehensive knowledge of adolescent, pre-teen, and teen spiritual and personal development, youth cultures, and sociology.
- Exceptional listening and empathic skills required; ability to recognize and handle problems within scope of job duties and to refer problems outside of the scope of job duties to the appropriate party.
- Outstanding organizational skills, including time management, delegation, planning, and budgeting.
- Outstanding computer skills, with intermediate proficiency in Microsoft Office suite of products and social media.

Education and Experience:

- Currently pursuing Bachelor's in Theology, Catechetics, Pastoral Ministry, or Youth Ministry preferred.
- Involvement in prior Youth Ministry preferred

Special Requirements:

- The nature of this position requires a highly flexible schedule comprised of day, evening, and weekend hours.