



SACRED HEART

Catholic Church & School

[Music Director](#)

[Religious Education Coordinator](#)

[Youth Ministry Coordinator](#)

[Events and Communication Coordinator](#)

Music Director

Full-time, salary exempt

Overview:

Enhance the beauty of the Holy Sacrifice of the Mass through planning and coordinating music selections, musicians, cantors, forming and conducting choirs, and coordinating the various talented volunteers within the parish.

Responsibilities:

- Coordinate adult choir, school choir, and individual cantors/musicians.
- Plan liturgies for weekend Mass, Major Solemnities, Funerals, Weddings, and special events.
- Participate in all weekend Masses.
- Grow in understanding of Catholic worship and prayer by studying *The General Instruction of the Roman Missal*, *Sacrosanctum Concilium*, *Musicam Sacram*, diocesan and USCCB guidelines. Helping to educate the parish, especially volunteers, about the meaning of Sacred Music.

Qualifications:

- Strong musical background and ability to coordinate multiple musical groups
- Ability to collaborate with clergy and other staff members.
- Prefer a candidate with experience in choral direction and liturgical music.

Benefits:

- Competitive compensation.
- Opportunities for professional development in music ministry.

Religious Education Coordinator

Prefer Full-time, salary exempt - covering youth ministry coordinator as well
Optional Part-time (this position only)

Overview:

We are looking for a coordinator to care for the education of about 100 families involved in our Religious Education program. We seek to form the parents to do better forming their own children.

Responsibilities:

- Coordinate catechists for each grade.
- Develop and coordinate lessons for parents, supporting them in educating their children at home.
- Manage the registration process for Religious Education.
- Collaborate with the Director of Religious Education (DRE) for those preparing for sacraments.
- Conduct classes on Sundays between Masses.

Qualifications:

- Bachelor's degree in Theology preferred.
- Experience in evangelization and ministry preferred.
- Possess at least a conversational level of the Spanish language.
- Strong organizational and communication skills.

Benefits:

- Competitive compensation.
- Opportunities for ongoing professional development in religious education.

Youth Ministry Coordinator

Prefer Full-time, salary exempt - covering Religious Education coordinator
Optional Part-time (this position only)

Overview:

[Include a brief overview of your organization and the importance of the Youth Ministry Coordinator in fostering the spiritual growth and engagement of young individuals.]

Responsibilities:

- Implement the "ydisciple" model for effective youth discipleship.
- Facilitate growth in large group events to create a vibrant and inclusive community.
- Provide content and support to group leaders, fostering an environment conducive to spiritual development.
- Actively participate in retreat planning and assist in organizing trips for teens to summer camps, aiming to deepen their connection with prayer and faith.

Community Presence:

- Attend and engage in school events, fostering a visible presence in the community.
- Connect with students in Confirmation classes, building meaningful relationships and offering guidance.

Volunteer Recruitment:

- Actively recruit and support volunteers to contribute to the Youth Ministry program.

Qualifications:

- Bachelor's degree in Theology preferred.
- Experience in youth ministry and a passion for fostering the spiritual growth of young individuals.
- Familiarity with the "ydisciple" model.
- Strong organizational and interpersonal skills.

Benefits:

- Competitive compensation.
- Opportunities for ongoing professional development in youth ministry.
- The chance to make a meaningful impact on the spiritual lives of young individuals.

Events and Communication Coordinator

Option for Full-time or Part-time

Overview:

With many good ministries and activities, we need someone who finds joy in helping order events and target the appropriate audience with each event.

Responsibilities:

- Plan and execute various events, both virtual and in-person, ensuring seamless coordination from conception to completion.
- Manage communication channels, including social media, newsletters, and website updates, to enhance organizational visibility and engagement.
- Collaborate with internal teams to gather information and create compelling content for promotional materials and communication channels.
- Coordinate logistics for events, including venue selection, catering, audio-visual requirements, and other necessary arrangements.
- Maintain a detailed calendar of events and deadlines to ensure timely execution.

Qualifications:

- Bachelor's degree in Communications, Marketing, or a related field preferred.
- Proven experience in event planning and coordination.
- Strong written and verbal communication skills.
- Proficiency in social media management and content creation.
- Excellent organizational and multitasking abilities.

Community Engagement:

- Foster community engagement by actively participating in and promoting events.

Benefits:

- Competitive compensation.
- Opportunities for professional development in events management and communication.