

## St. Joan of Arc Catholic Church Youth Ministry Job Description

To apply, please complete following:

- **Application Form for the Archdiocese of Denver (Attached Below)**
- **Resume**
- **Supplemental Application Questions (Attached Below)**

*Please email your completed packet to Jane Dixon, Director of Youth Ministry., youthsja@gmail.com, or physically mail to St. Joan of Arc Catholic Church, c/o Jane Dixon, 12735 W 58th Ave, Arvada, CO 80002.*

St. Joan of Arc Catholic Church in Arvada, Colorado, is seeking a full-time youth minister to coordinate relational youth ministry programs at the parish, including:

- Working alongside a co-director in teaching and leading faith formation, retreats, social activities, and service activities to youth in the 6th through 12th grades.
- Training, mentoring, and empowering adult core-team members and other volunteers while providing appropriate oversight.
- Developing age-appropriate curricula and incorporating third-party programs where appropriate.
- Providing sacramental preparation for youth who are not yet fully initiated in the faith.
- Managing budget.

Candidates must be faithfully practicing Catholics, with a stable life of prayer and virtue, deep knowledge of the faith, and a passion for transmitting it to youth. The first thing we are looking for is someone who demonstrates a deep passion for the Catholic faith.

Other desirable qualities:

- Charismatic and relatable to youth.
- Prior practical experience in youth ministry or other church ministry.
- Strong written, oral, and social media communication skills.
- Able to maintain strong and productive relationships with pastor, staff, volunteers, and parents.
- Formal education in theology and youth ministry, or equivalent.
- Able to plan and lead large events; e.g. parish-level socials, retreats, pilgrimages, mission trips, and World Youth Day.
- Praise and worship leading experience.

The youth ministry program at St. Joan of Arc currently consists of:

- Relational ministry with a large body of adult and adult volunteers.
- Youth nights for 6-8<sup>th</sup> grade and 9-12<sup>th</sup> grade.
- Annual retreats for 6-8<sup>th</sup> grade, and for 9<sup>th</sup>-12<sup>th</sup> grade.
- Middle school and high school social activities.
- Several service projects each year.
- Support services for the young adult program.

The position is full time, with most direct ministry to youth on two to three evenings each week and some weekend activities. The remainder of time will consist of regularly scheduled office hours. This position will be working in conjunction with the other Director of Youth Ministry to fulfill equal parts of work in running the department of youth ministry.

Offered salary will reflect a number of factors, including but not limited to prior experience, educational accomplishment, and other applicant considerations.

## **Focus of the Supplemental Questions to the Application**

- Describe faith life and prayer life, including current activities to deepen and grow these
- Describe youth ministry background (formal education, hands-on ministry, experience as a youth)
- Describe catechetical background (formal education, supplemental education, etc.)
- Describe fidelity to Catholic teaching, especially in areas relevant to youth ministry
- Describe availability for youth ministry, especially evenings and weekends, including any anticipated constraints (family, second job, school, etc.)
- Vision for what youth ministry should be
- Consent to archdiocesan screening processes (safe environment, background checks, etc.)
- Consent to interview committee to review online social media presence



# APPLICATION FOR EMPLOYMENT

## An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Job Applied for \_\_\_\_\_ Today's Date \_\_\_\_\_

Type of employment seeking: Full-time  Part-time  Temporary

When could you start work? \_\_\_\_\_

### GENERAL

\_\_\_\_\_  
Last Name First Name Middle Name Telephone Number

\_\_\_\_\_  
Present Street Address City State Zip Code

\_\_\_\_\_  
Email Address

Are you 18 years of age or older? ..... Yes  No   
(If you are hired, you may be required to submit proof of age.)

If hired, you will be required to furnish proof of your eligibility to work in the U.S.

Have you ever applied with the Archdiocese or affiliated entity before? Yes  No  If yes, when? \_\_\_\_\_

Were you ever employed with Archdiocese or affiliated entity before? Yes  No  If yes, when? \_\_\_\_\_

Have you ever been convicted of any law violation? (Include any plea of "guilty" or "no contest." Exclude minor traffic violations.) ..... Yes  No

If yes, give details \_\_\_\_\_  
(A conviction will not necessarily disqualify an applicant for employment.)

If employed, do you expect to be engaged in any additional business or employment outside of our job? ..... Yes  No

If yes, give details \_\_\_\_\_

# EDUCATION

	List Name and Address of Schools	Number of Years Completed	Diploma/ Degree/ Certificate
High School or GED			
College or University			
	Major & Subjects Studied		
Vocational or Technical			
	Subjects Studied		

# SPECIAL SKILLS

What skills or additional training do you have that are related to the job for which you are applying? \_\_\_\_\_

What machines or equipment can you operate that are related to the job for which you are applying? \_\_\_\_\_

For Driving Jobs Only: Do you have a valid driver's license? . . . . . Yes  No

Driver's License Number \_\_\_\_\_ Class of License \_\_\_\_\_ State Licensed In \_\_\_\_\_

Have you had your driver's license suspended or revoked in the last 3 years? . . . . . Yes  No

If yes, give details: \_\_\_\_\_

List professional, trade, business or civic activities and offices held.  
(Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, genetic information or other protected status.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

# WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

**Note: A job offer may be contingent upon acceptable references from current and former employers.**

Name, Address and Telephone of Employer	Employed		Pay		Reason for leaving
	From (mo/yr)	To(mo/yr)	Start	Final	
			\$	\$	
Title	Duties				Supervisor(s)
Name, Address and Telephone of Employer	Employed		Pay		Reason for leaving
	From (mo/yr)	To(mo/yr)	Start	Final	
			\$	\$	
Title	Duties				Supervisor(s)
Name, Address and Telephone of Employer	Employed		Pay		Reason for leaving
	From (mo/yr)	To(mo/yr)	Start	Final	
			\$	\$	
Title	Duties				Supervisor(s)
Name, Address and Telephone of Employer	Employed		Pay		Reason for leaving
	From (mo/yr)	To(mo/yr)	Start	Final	
			\$	\$	
Title	Duties				Supervisor(s)

The Archdiocese of Denver proclaims the Gospel of Jesus Christ, celebrates his Sacraments, and exercises his works of mercy, so that all might participate in his salvation and discover the lasting joy of a relationship with him.

# REFERENCES

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Have you worked or attended school under any other names? . . . . . Yes  No

If yes, give names: \_\_\_\_\_

Are you presently employed? . . . . . Yes  No

If yes, whom do you suggest we contact? \_\_\_\_\_

Have you ever been fired from a job or asked to resign? . . . . . Yes  No

If yes, please explain: \_\_\_\_\_

Give three references, not relatives or former employers.

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Name	Address	Phone

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## AFFIDAVIT, CONSENT AND RELEASE

### PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre-and/or post-employment drug screen as a condition of employment, if required.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

**I understand that this application, verbal statements by management, or subsequent employment does not create an express or implied contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without reason and with or without notice.**

I have read, understand, and by my signature consent to these statements.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This application for employment will remain active for a limited time.

As a religious organization, the Archdiocese of Denver and its entities may require that the job is held by a Catholic. If such is required then job applicants who are not Catholic will be screened out of the interviewing process. Job applicants will be informed when a position is available only to Catholic job applicants.

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