



SAINT MARY'S CATHOLIC CHURCH

9505 GAYTON ROAD, RICHMOND, VIRGINIA 23229

REJOICE ✠ PROCLAIM ✠ SERVE

Parish Youth Ministry Fellowship

Description

Saint Mary Catholic Church is accepting applications for its Youth Ministry Fellowship Program. The program starts July 1, 2026, and ends June 30, 2027. It is open to recent or Spring 2026 college graduates, who want to get hands-on experience in parish youth ministry. It is a full-time (40hrs/week), full benefits, salaried (\$40,000 - \$45,000) fellowship. A bachelor's degree is required. Fellows will be required to complete all diocesan human resources requirements, including required child protection screening and safe environment training. Fellows will be directly supervised and mentored by the Director of Youth Ministry and expected to begin a Certificate in Catholic Youth Ministry Studies. The parish will select and pay for the certificate program. Upon completion of the fellowship, a fellow should possess the entry level knowledge, skill, and experience, to begin coordinating a youth ministry in a parish in the future.

About St. Mary in Richmond, VA

Saint Mary Catholic Church and Saint Mary Catholic School are located in the west-end of metro Richmond (Henrico County) in the Diocese of Richmond. The parish was founded in 1962; the same year Pope John XXIII convened The Second Vatican Council to bring The Catholic Church into the modern world. For over 50 years, St. Mary's has rejoiced in God's grace and goodness, proclaimed The Gospel message, and served our neighbors near and far away. The parish is comprised of over 2,600 families with a Catholic School of about 430 students (Pre-K thru 8). For more information on the parish, please visit our website at www.stmarysrichmond.org For more information on the school, please visit www.saintmary.org

Fellowship Responsibilities

1. Providing logistical support, co-coordinating, and/or coordinating, youth programs, projects, and events (including but not limited to parish youth nights, sacramental preparation for teens, retreats, service projects, work camps, youth conferences, small faith sharing groups, bible studies, diocesan events, etc.)
2. Working towards a Certificate in Catholic Youth Ministry
3. Developing and guiding youth in discipleship and leadership opportunities
4. Help recruiting, managing, and supporting youth ministry volunteers (chaperones, catechists, leaders, etc.)
5. Offering new activities and projects in the areas of evangelization, catechesis, prayer and worship, advocacy and pastoral care, community life and leadership development, and justice and service
6. Responding to the pastoral needs of youth and their families
7. Liaising with other youth serving organizations and ministries at the parish (Parish Catholic School, Scouting, Knights of Columbus, VBS, OCIA, etc.)
8. Performing other duties as assigned by Director of Youth Minister or Pastor

This is a full-time (40 hours a week) exempt professional ministry position. Night and weekend work is necessary. The position also requires travel to diocesan events, reimbursable through the approved budget. The fellow will work regularly with The Director of Youth Ministry, and occasionally with the Pastor and other members of the Parish Staff.

Requirements and Qualifications

Knowledge/Skills:

- Practicing Catholic in good standing
- Prior volunteer campus ministry or parish ministry experience
- Ability to take direction, be mentored and supervised, and be formed
- Exceptional people skills and communication skills
- Detail-oriented and highly organized
- Ability to work both independently and collaboratively
- Ability to empathize with others
- Ability to maintain confidentiality
- Ability to work well in multicultural settings
- Ability to multitask and prioritize tasks in an office setting and at events

Education Required: A minimum of a bachelor's degree

Application Process

1. To apply, email the following initial items to Christopher Jenkins, Director of Youth Ministry, at cjenkins@stmarysrichmond.org

- A Cover Letter
- Resume
- Youth Ministry Fellowship Application Form
- Program/Project Proposal

Application materials are due by March 22, 2026. *Incomplete applications will not be considered.*

2. Applicants of interest will be contacted before or after March 22, to schedule an interview. Those contacted for an interview should be prepared to get three (3) Letters of Recommendation, preferably from each of those listed below, who can speak about your qualifications.

- Your current Pastor or Campus Minister
- A Professional or Academic Reference (Supervisor, College Professor, etc.)
- A Personal Reference (Youth Minister, Youth Leader, Mentor, Coach, etc.)

Recommendation Letters are due by April 22, 2026. Letters should be emailed to Christopher Jenkins, Director of Youth Ministry at cjenkins@stmarysrichmond.org

3. The parish hopes to select a Youth Ministry Fellow before May 22, 2026.

For questions about the Fellowship Program, contact Christopher Jenkins, Director of Youth Ministry at cjenkins@stmarysrichmond.org 804-740-4044 x116

Youth Ministry Fellowship Application Form - St. Mary's Catholic Church

Name: _____

Please check all that apply and fill in the missing information below.

- I have been baptized. I was baptized on: _____.
- I was confirmed in the Catholic Church at the age of _____.
- During the past year I have consistently and faithfully practiced the Catholic faith.
- I converted to Catholicism at the age of _____ from the _____ faith.
- I participated in my college campus ministry program or parish at _____.
- My current Pastor and/or Campus Minister is _____.

"I agree that all information provided in this application is true to the best of my knowledge. I grant permission to St. Mary Catholic Church to contact all parties that it deems necessary to verify the accuracy of the information given."

Signed

Date

Youth Ministry Fellowship Program/Project Proposal

We want to know what ideas you have for Youth Ministry based on your experiences as both a teen yourself once, and as a college student. Here is an opportunity to imagine some of your ideas and experiences put into action. Imagine you had the resources needed to engage in a new ministry project or program for teens Grades 7-12. Be sure to make clear the goal/objective or challenge/situation you are trying to address and explain why it is important to youth ministry. Also be sure to describe what you will need logistically to carry the program or project out. **Your proposal should be no more than 250 words.** Please Note: *You may be accepted as a fellow even if your program/project is not accepted as is.*