

JOB DESCRIPTION

Job Title: Confirmation Coordinator

Department: Faith Formation

Job Grade: M-3

Salary Range: (\$28.45/hr.)

Category: Non- Exempt, part-time 20 hours per week

Reports to: Parochial Administrator

Position Overview:

The Confirmation Coordinator works directly with the Pastor/Administrator in providing a parish based pastoral ministry with youth. The Confirmation Coordinator successfully manages the curriculum, and volunteers, and the implementation of programs that support the teachings of the Church and encourage opportunities for involvement in parish life. Must be Bilingual.

Essential Job Functions:

• Staff and Volunteer Management

- o Recruits, interviews, trains, supervise volunteers.
- o Ensures Safe Environment compliance for Confirmation Ministers and volunteers.

• Communication

- o Issues communications in various forms (mail, email, webpage, phone, etc.) to increase contact and flow of information among all who participate in the programs.
- o Develops close communication with and mutual support from families.
- o Integrates and complements activities of the parish community into all Youth and Confirmation programs.

• Curriculum Development

- o Incorporates a wide variety of components into the programs: catechesis, evangelization, works of mercy, charity, justice, Sunday mass, study of scriptures, community building, spirituality, liturgy, guidance, enablement, and advocacy.
- o Ensures that all curricula for all, supports the teachings of the Catholic Church and the Parish's mission pastoral plan.
- o Reviews all parish calendars to ensure no conflicts.
- o Builds a strong youth and young adult participation.

• Spiritual and Professional Growth

- o Establish a schedule for ongoing formation for leaders and volunteers.
- o Continues professional development and spiritual enrichment.
- o Sunday Family Faith Formation for youth and teen confirmation students.

- **Administrative Functions**

- o Develops and/or reviews the annual budget for the Ministry.
- o Timely submits bills and consistently reviews department expenses.

Look for opportunities to become financially self-sufficient.

- **Parish Leadership**

- o Acts as an evangelizer for youth to the parish and community.
- o Be a positive spokesperson for support of parish decisions, including expansion projects, new ministries, parish functions, facility updates, etc.

Non-Essential Job Functions:

- Participates in Family of Faith meetings, monthly Pastoral Staff Meetings and Staff Retreat days.
- Attends meetings as necessary with ministry leaders and other parish leaders.
- Attend parish functions as required and when possible.

Requirements:

- A faithful practicing Roman Catholic with an informed understanding of Vatican II and how it applies to the mission of the parish.
- Bachelor's Degree with substantial experience and graduate level coursework in theology/catechesis.
- Strong spiritual leadership skills.
- Excellent interpersonal, management, communications, public speaking, and presentation skills.
- Must have skills necessary to organize and implement large, ministry-wide events.
- Must be able to have flexibility in work hours.
- Musical skills preferred.

This is a part-time, non-exempt position, 20 hours per week and does not include benefits.

Interested candidates please submit resume and letter of intent to:
janet@sfaconcord.org

Deadline to apply: February 28, 2024