

# THE CHURCH OF ST. ODILIA

3495 North Victoria

Shoreview, MN 55126

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Coordinator of Confirmation and Youth Ministry</b>		
<b>Effective Date</b>	February 2026	<b>FLSA Status</b>	Non-Exempt
<b>Reports To</b>	Director of Discipleship and Formation	<b>Full Time with the possibility of part time</b>	40 hours per week, 12 months with the possibility of flexing to part-time depending on candidate's preference and final structure of the role
<b>Direct Reports</b>	None		
<b>Receives Work Direction From</b>	Director of Discipleship and Formation		
<b>Collaborates With</b>	Faith Formation staff members, Volunteers		
<b>Schedule Details</b>	This is a 12-month, full time position with the possibility of flexing to part-time depending on candidate's preference and final structure of the role. Schedule includes some Wednesday evenings and Sunday evenings. Other periodic evening and weekend work.		

Join our vibrant team at St. Odilia and lead kids closer to Jesus through relational ministry and the sacrament of Confirmation. To apply for this position, please send a resume to Isabel Sutter at [sutter@stodilia.org](mailto:sutter@stodilia.org).

### Catholic Community of St. Odilia Mission Statement

We are a Catholic community of faith that welcomes every person to grow in holiness and draw closer to Jesus Christ through:

- Worship and Evangelization
- Faith Formation and Education
- Works of Charity and Justice

...every day and at every stage of life

### Working for the Catholic Church

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese of Saint Paul and Minneapolis, such that it can embarrass the Church or give rise to scandal. This position requires that the employee be a practicing Roman Catholic.

### Position Summary

The Coordinator of Confirmation and Youth Ministry serves under the direction of the Director of Discipleship and Formation to cast a vision and establish strategies to accomplish our parish goal of creating a culture of missionary discipleship for families with youth. We welcome all and provide opportunities for every person to grow in holiness and draw closer to Jesus Christ – every day and at

every stage of life. This position will promote the development and integration of faith formation initiatives serving the youth of our parish community. The Coordinator has the responsibility for the implementation of parish education and formation programs for youth and their families that are based on sound Catholic theology in response to Pope Francis' invitation to 'become and form Missionary Disciples. The Coordinator is primarily responsible for the Confirmation programming, and Youth Ministry for grades 6-12.

## ESSENTIAL FUNCTIONS

- Facilitate the Confirmation program for 7<sup>th</sup> and 8<sup>th</sup> grade students.
- Provide youth ministry opportunities for youth in grades 6-12.
- Design, recruit, implement, supervise and support a core team for youth ministry.
- Provide opportunities for families of youth to engage in service and community gatherings.
- Follow archdiocesan policies regarding staff and volunteer interaction with children and vulnerable adults.
- Ensure that all program volunteers who interact with vulnerable adults and children are Essential 3 qualified according to archdiocesan guidelines.
- Be present frequently at weekend Masses and at significant parish events in an effort to know and be known by parishioners.
- Collaborate with school staff to develop formation opportunities for our youth and their parents, seeking to create opportunities to integrate the school community into the life and mission of the parish.
- Collaborate with staff to integrate parish efforts toward discipleship and evangelization with pastoral care, parish social outreach, and mission groups utilizing effective interpersonal connections and communications.
- Work collegially with the priests, deacons, staff members, and volunteers contributing to creating a productive environment where there is harmony, good morale, and cooperative teamwork.
- Attend archdiocesan and regional conferences for continuing education and spiritual formation.
- Collaborate with ministry department staff to develop an annual budget, assuring that all programs operate within their budget guidelines, demonstrating good stewardship of parish financial resources and adherence to best practices in fiscal responsibility.
- Communicate information about the variety and availability of Faith Formation programs through the parish bulletin, parish website, parish email/text and other methods.
- Collaborate with Director of Discipleship and Formation for youth ministry opportunities for youth.

### Middle School Youth Ministry

- Coordinate Monthly Middle School events
- Develop, implement, supervise and support a core team for youth ministry.
- Provide opportunities for relational ministry for St. Odilia School students.
- Organize and coordinate summer opportunities for middle school youth ministry.
- Collaborate with Vacation Bible School Coordinator to assist at VBS and lead VBS After Hours.

### High School Youth Ministry Catechesis

- Develop, implement, supervise and support a program of post-confirmation catechesis for high school age youth.

- Lead weekly youth group ministry with a core team.
- Organize and coordinate summer opportunities for High School youth ministry.

## **Confirmation**

- Facilitate Confirmation classes for 7<sup>th</sup> and 8<sup>th</sup> graders.
- Track confirmation requirements and sacramental records for confirmation students.
- Recruit and train volunteer confirmation catechists.

## **General Expectations of Employment**

Be present and prepared to work, on time, for all scheduled hours and events. In word and action, consistently exhibit the qualities of an effective church staff team member. Participate in staff activities appropriate to one's role including but not limited to staff meetings, shared ministry celebrations, staff team-building events such as staff retreat days, etc. Engage in self development activities such as personal reading, networking and continuing education as appropriate to one's role and accountabilities.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by the staff member assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required to the position. More detailed listings of duties and tasks may be outlined in supplemental documents

Due to changing parish needs and/or structural organization, it is likely that this job description may require modification. It is the desire of the Church of St. Odilia that any such modification be made by mutual consent. However, it is understood that the needs of the parish community must take priority in any such modification.

Performance will be measured against the functions described within, compliance with parish policy and procedures, and progress toward and completion of mutually agreed upon annual personal goals and objectives.

## **Qualifications/Skills**

1. B.A. in theology, Catholic Studies, Religious Education, or related field preferred.
2. Three years of experience working in parish Faith Formation programs or Catholic School.
3. Knowledgeable of Church documents that pertain to catechesis, especially the *General Directory for Catechesis*, the *National Directory for Catechesis*, and the *Catechism of the Catholic Church* preferred.
4. Practicing Roman Catholic.
5. Ability to satisfactorily pass a criminal background check.
6. Excellent computer and communication skills.
7. Ability to develop, implement and evaluate catechetical programs.
8. Ability to recruit, train and supervise volunteers.
9. Ability to collaborate and work well with staff, volunteers, youth and parents.

## **Physical Requirements**

1. Ability to get up and down stairs.
2. Ability to sit or stand for long periods of time.
3. Ability to lift 25 lbs. (office materials, program supplies, etc.).
4. Ability to work long hours on occasion.

5. Ability to work some evenings and some weekends, including possible overnights.

**Mental Demands**

1. Ability to plan, organize, and meet deadlines and to manage multiple concurrent tasks.
2. High level of organizational skills and ability to work under pressure and with interruptions.
3. Ability to conduct and oversee staff performance reviews and provide feedback in a positive and helpful manner.
4. Strong communication skills that articulate the parish mission and invite others to participate.
5. Effectively able to address conflict and provide inspiration.
6. Enthusiastic, self-motivated and able to work without supervision, but obtaining direction when needed.
7. Strong interpersonal skills.
8. Respect the need for confidentiality.
9. Maintain positive attitude and a sense of humor.

**SIGNATURES:**

Employee: I have reviewed this job description and agree that it is an accurate representation of the responsibilities of the position explained to me. I understand that as the parish's needs change, my job description may also change.

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**EMPLOYEE SIGNATURE****DATE**

Supervisor: I have reviewed this job description and agree that it is an accurate representation of the qualifications required for this job and the responsibilities of performing same.

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**SUPERVISOR SIGNATURE****DATE**