

JOB DESCRIPTION

Diocese of Orange, St. Hedwig Church

Date Prepared: March 20, 2020

Date Issued:

Approved By:

Date Revised: March 28, 2022

Approved By: Fr. Quan Tran

POSITION TITLE: Coordinator Faith Formation, Youth Ministry and Young Adult Ministry

JOB CLASSIFICATION: TBD

DEPARTMENT/PROGRAM: Faith Formation

REPORTS TO: Administrator/Pastor

SUPERVISORY RESPONSIBILITY: Directs the work of the volunteers within the program

PRIMARY PURPOSE: Provides leadership to the various ministries and catechetical programs offered to adults and families with children in the parish community and coordinates the operations of Youth Confirmation, Junior High, and High School Youth Ministry.

ESSENTIAL FUNCTIONS:

Primary duties and responsibilities include:

- Presence on Sunday to prepare for Sunday events, meetings with leadership teams and meet/greet and recruit from the Sunday Masses.
- Assists the interviewing team with conducting interviews of parents of Youth in Confirmation and First Communion Preparation.
- Coordinate School of Religious Education for grades Preschool-grade 8.
- Reconciliation and First Communion preparation for grades 1-8.
- Recruitment, formation and directing the catechists, leaders and other volunteers involved in Faith Formation.
- Master calendaring of classes, events, and liturgies for programs.
- Develop a High School Youth Ministry; calendar, leadership and facilitate events.
- Develop and direct the leadership team for Junior High Ministry.
- Facilitate/lead Confirmation classes, retreat, parent meetings and Junior High Youth Nights collaborating with volunteers.
- Regularly visit Junior High faith formation groups and St. Hedwig School - middle school classes. Engaging with the St Hedwig School families and youth in religious elements.
- Coordinate Sacrament rehearsals and Masses.
- Direct registration and supervise maintenance of participating individual and family records.
- Coordinate Young Adult Ministry volunteers.
- Assist leadership in the planning and running of Bible Camp.
- Project and monitor the yearly budgets for Faith Formation.
- Maintain Safe Environment guidelines for Faith Formation volunteers.
- Attend any staff meetings/events as needed.
- Perform general office tasks as necessary.

QUALIFICATIONS & EXPERIENCE:

REQUIRED:

- Bachelor's degree in religious studies or related field.
- Basic or Advanced Master Catechist Certification through the Roman Catholic Bishop of Orange program or equivalent advanced theological studies.
- Proficient in administrative organization, supervising, mentoring, teaching, public speaking, budgeting, and visioning.

DESIRED:

- Three years' experience in coordinating positions of catechetical ministries.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Typical Working Conditions:	Typical office environment.
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator, and paper shredder.
Essential Physical Tasks:	Communicate, move, remain stationary, reach, occasionally carry materials as needed weighing up to 30 lbs.

Salary commensurate with experience.