



Coordinator of Family Faith and Confirmation Job Description

PARISH MISSION STATEMENT: We, at Our Lady Queen of Angels Catholic Church, are a community of faith. We strive to worship the Lord more fully through the sacraments, recognize God more clearly in all people and serve Him more generously in the world, so that under the guidance of the Holy Spirit we may proclaim in word and deed the Gospel of Jesus Christ.

CORE VALUES: Worship / Invite / Nourish / Grow / Serve

JOB TITLE: Coordinator of Family Faith and Confirmation

SUPERVISOR: Evangelization and Discipleship Director

JOB SUMMARY: This position role of the Family Faith and Confirmation Coordinator is to continue developing a pastoral, Christ-centered ministry that fosters the personal and spiritual growth of OLQA families with children in preschool through high school. This position involves coordinating, organizing and leading faith formation classes for children and Confirmation meetings for teens. This role will also concentrate on building relationships with our parish school and surrounding public/private schools to coordinate ministries for middle and high school youth.

SUPERVISES: Directs the work of Catechist Volunteers

DUTIES AND ESSENTIAL FUNCTIONS:

- Continued development, organization and supervision of the Family Faith ministry including Children's Liturgy of the Word (CLOW) and formation classes for children (preschool through 8th grade).
- Continued development, organization and supervision of the Confirmation ministry including facilitating and leading weekly meetings, retreats, and other related activities.
- Assists Director in developing and implementing a vision for youth ministry and leadership for teens (post-Confirmation to Grade 12) to continue their spiritual and human formation.
- Works toward building relationships with our parish school and surrounding public/private schools to coordinate ministries for middle and high school youth.
- Assists with recruitment, training, and weekly communication with catechists and other volunteers for CLOW, Family Faith, and Confirmation.
- Coordinates with catechists for the sacramental preparation of all parish children and youth for First Reconciliation, First Eucharist, and Confirmation.
- Helps plan youth events such as retreats, service, and social events.
- Assists in planning and running yearly Bible Camp.



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- Assists Director in planning liturgies for First Reconciliation, First Holy Communion, and Confirmation
- Works with the Director to ensure compliance of all volunteers with Diocesan Safe Environment requirements.
- Maintains records of students and catechists as it relates to attendance, registration fees, contact information, etc.
- Attends Staff Meetings and events as needed.
- Attends Diocesan meetings/training related to the position.

Key Skills and Competencies:

- Communication Skills
- Presentation Skills
- Planning and organizational skills
- Decision making
- Good judgment
- Customer service orientation
- Administrative Abilities
- Realizing we are doing this for the Kingdom!

Qualifications and Experience

- Bachelor's Degree in Religious Studies or related field and/or Basic Catechist Certification
- 3 to 5 years' experience in similar catechetical ministries.
- Practicing Catholic in good standing with the Church and commitment to the teachings of the Catholic Church.
- Ability to work a flexible schedule which includes weekends, evenings, and some religious holidays.
- Knowledge of Microsoft Office including Word, Excel, Power Point, Publisher, as well as, Google Drive Suite (Sheets, Docs, Forms, Slides, etc.) and skills to navigate data-based programs (PDS, Camino).
- Openness to ongoing learning and formation.