

## **JOB DESCRIPTION**

Diocese of Orange, St. Boniface Church

**Date Prepared:** May 18, 2022

**Date Issued:**

**Date Revised:**

**Approved By:**

**Approved By:**

**POSITION TITLE:** Coordinator of Confirmation and Youth Ministry

**JOB CLASSIFICATION:** Non-exempt 40 Hours

**DEPARTMENT:** Faith Formation

**REPORTS TO:** Pastor and Faith Formation Director

**SUPERVISORY RESPONSIBILITY:**

- Non Exempt Part Time Aide positions and volunteers.

**INTERNAL/EXTERNAL CONTACTS:**

- Diocese Youth Ministry peer positions, DRE's, Priests, and families.

**SUMMARY OVERVIEW:**

The Coordinator of Confirmation and Youth Ministry provides leadership direction and guidance for Confirmation, RCIA, Junior High and Youth ministry programs in accordance with the Magisterium of the Catholic Church, USCCB guidelines, as well as in line with diocesan expectations and pastor's overall vision. The Coordinator will create a solid foundation of Catholic identity for the youth of the parish through Christ-centered programs and experiences aimed at on-going faith formation, Confirmation preparation, prayer, spirituality and Catholic Christian moral living.

**ESSENTIAL FUNCTIONS:**

- Recruit and train effective teams of volunteer leaders/facilitators for the Confirmation, Junior High and Youth Ministry programs.
- Supervises and guides nonexempt part-time employee (Youth Office Assistant)
- Provide ongoing catechesis, leadership training, and spiritual development opportunities for all leaders/facilitators in the ministry.
- Continue to enhance the Confirmation, Junior High and Youth Ministry programs to keep them current and relevant to the changing demographic and needs.
- Plan and lead all retreats – Confirmation retreats, Parent Retreat, Sponsor Retreat, Ignite retreat, Core Leader Planning Retreat, and youth ministry retreats
- Oversees all aspects of the Confirmation program to include obtaining necessary baptismal and First Communion certificates, collection of fees, tracking attendance at Confirmation classes, securing date for Confirmation Mass in collaboration with

pastor, service project participation, Confirmation Mass rehearsal, Confirmation certificates and recording in parish register, etc.

- Ensures that high school youth are effectively ministered to at their appropriate age level through Ignite youth nights.
- Creates opportunities for the youth to have a presence within the community – for example, Holy Thursday Mass, Fiesta with Friends, Thanksgiving Mass, English Council events and evening of Adoration, etc.
- Partners with the Music Director to provide contemporary, liturgically appropriate music for, retreats, youth events, Confirmation Mass, etc.
- Ensures that our youth attend Mass and are trained and prepared to participate in the Mass
- Utilizes social media to connect with youth and parents as well as parish community.
- Provides opportunities and activities for Catholic youth to deepen their faith in an environment which meets their unique needs.
- Misc. administrative and financial responsibilities such as record-keeping, Confirmation certificates, budget management, etc.
- Oversees all aspects of Youth RCIA program which include; Rites are given at appropriate time, Sunday dismissal of Catechumens, parent and sponsor participation, RCIA Mass rehearsal, RCIA certificates and recording in parish register, etc.
- Other responsibilities and projects as assigned by the Faith Formation Director.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Active member in good standing with the Roman Catholic Church with a minimum of 3 years previous experience and demonstrated success in Confirmation and Youth ministry.
- Knowledge of Catholic doctrine and theology.
- Demonstrated spiritual maturity, including support of the parish and pastor's vision and mission and to work in collaboration with other parish ministries including the parish school.
- Possess an understanding of the youth culture today especially in an urban setting and demonstrates ability to communicate and connect with young people.
- Ability to design, develop, and implement a variety of youth oriented programs and experiences.
- Knowledge of social media (Facebook, Instagram, Twitter) to connect with the youth community.
- Possess good public speaking and presentation skills for speaking and presenting to youth community, parents, young adults, and parish community.
- Maintains organizational skills, including time management, delegation, planning and budgeting.
- Ability to establish priorities, work independently, and complete assignments with moderate direction and minimal supervision.

- Proficient computer skills including MS Office, Outlook, and database system (PDS), Word, Excel, PowerPoint, Organizational
- Ability to maintain confidentiality in all matters.
- Successful completion of the Safe Environment process. Education,
- Bachelor's degree in a related field (preferred)
- Background in theology
- Basic Catechist Certification
- Master Catechist or Youth and Young Adult Ministry certification (preferred)
- Bilingual: English/Spanish

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

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