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- Position: Youth and Confirmation Coordinator
 - Status: Full time
 - Hours: Flexible schedule including weekends
 - Supervisor: Pastor and Business Manager
 - The coordinator is a practicing Catholic in good standing with the Church

Primary Job Function:

The Coordinator of Youth and Confirmation Coordinator provides the youth with a comprehensive ministry that includes advocacy, catechesis, community life, evangelization, justice and service, leadership development, pastoral care, and prayer and workshop in accordance with the U.S. Catholic Bishops' document for youth (Renewing the Vision, a Framework for Catholic Youth Ministry).

This position is expected to uphold the highest degree of confidentiality pertaining to matters of Santiago de Compostela Catholic Church.

Position Responsibilities:

- Develop a well-rounded program for the youth that includes religious education, Christian service projects, and community events through youth ministry.
- Attend and participate in parish staff meetings, ministerial meetings and Diocesan Advisory Board Meetings.
- Facilitate Youth Leadership meetings and schedule all activities for youth.
- Develop special Youth Masses and/or assists weekly at the Youth Mass along with hospitality, Readers and other liturgical needs.
- Responsible for annual budget, maintain financial records of Youth Ministries and research all fundraising.
- Train youth as Christian leaders and to be peer ministers, event planning and implementation of Youth Events.
- Contact youth and parents for pastoral need situations (sickness, hospitalization, crisis intervention, death) and other situations where youth may need support or assistance.
- Provide service opportunities in the parish and local community. Organize and direct retreats for youth.
- Attend Diocesan Ministry Training sessions, Pastoral Ministry, Formation and Emmaus to obtain basic certification.



Confirmation

- Direct, plan and implement a two-year Confirmation program according to The Directive of the Bishop.
- Research, write, organize and teach the materials for Confirmation I, II booklets, and other materials as needed.
- Responsible for all registration and administrative duties for the candidates and maintain financial records of the program.
- Recruit and train Confirmation facilitators.
- Facilitate meetings for the Confirmation candidates, families and sponsors to educate and explain the program.
- Organize team-planning meetings for Confirmation retreat and direct annual weekend Confirmation Retreat.
- Provide Christian Service projects and Community Builder events; South Outreach, Isaiah House, faith sharing events, dinners and speakers.
- Develop Liturgical Rites, prayer services and aides for Rite of Confirmation.
- Schedule final interviews for all Confirmation II candidates, organize and direct rehearsal and Rite of Confirmation.
- Prepare High School students who have not received reconciliation or first Eucharist for Rite of Confirmation sacraments.
- Attend Diocesan workshops, conferences and seminars.
- Make calls to Young Adults in pastoral need situations such as sickness, hospitalization, crisis intervention, death or other situations in which young adults need support and assistance.

Position Specific Requirements:

- Skills, Knowledge, and Abilities
- Energetic, creative, and passionate to work with others
- Pastoral Planning
- Basic Theology
- Catechetical Theory and Practice
- Program Development
- Evangelization Education and Training
- Certification as a Catechetical Leader
- Minimum of five years of experience
- Bachelor's degree in Theology or Pastoral Administration or equivalent
- Bilingual English/Spanish preferred but not required



Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 40 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

This is a full time non-exempt position. Please send cover letter, resume, and references to our Business Manager Shirley Burgos at sburgos@sdccatholic.org.