

## **JOB DESCRIPTION**

Diocese of Orange, St Martin de Porres

**POSITION TITLE:** Confirmation Coordinator

**JOB CLASSIFICATION:** Non-exempt

**HOURS/DAYS OF WORK:** 19-25 per week (must be available weeknights and Sundays)

**DEPARTMENT:** Faith Formation

**REPORTS TO:** Director of Faith Formation

**SUPERVISORY RESPONSIBILITY:** None

**INTERNAL/EXTERNAL CONTACTS:** Parish staff, volunteers, students, parents

**SUMMARY OVERVIEW:**

The Confirmation Coordinator will provide Sacramental Preparation for High School Confirmation that embodies pastoral ministry and the new Directory of Catechesis model.

**ESSENTIAL FUNCTIONS:**

Primary duties and responsibilities include:

1. Coordinate all aspects of Confirmation for youth, including Confirmation nights, and Rite of Confirmation.
2. Provide Formation and works collaboratively with Director of Faith Formation & Youth Faith Formation Coordinator to provide Parent Ministry opportunities that are concurrent with Confirmation events
3. Provides training for adult leaders/catechists
4. Maintains regular, thorough and punctual communication with Youth Faith Formation Families
5. Collaborate with Youth Ministry for Youth Nights, Confirmation & SMYL formation retreats
6. Work collaboratively with Youth Faith Formation Coordinator to plan coordinate and implement yearly weekend retreats for Confirmation 1, Confirmation 2, and SMYL Leadership (Teens and Adults)
7. Collaborate with Adult Faith Formation Coordinator to host yearly retreats for Adult Catechists
8. Monitor budget throughout the year
9. Guide Youth Administrative Assistant to maintain necessary office and program records
10. Submit periodic reports to the pastor/supervisor detailing programs in Confirmation and Youth Ministry

- 11. Connect all aspects of Faith Formation to Parish Life
- 12. Performs other work-related tasks

**QUALIFICATIONS & EXPERIENCE:**

**REQUIRED:**

- Fully initiated and practicing Catholic
- at least 25 years old
- 2-5 years of parish Confirmation experience at the parish level
- Excellent verbal/written/computer skills

**DESIRED:**

- Bachelors' degree
- Master Catechist Certificate preferred

**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.