



St. John Neumann Catholic Church

POSITION TITLE: Coordinator of Youth Ministry and Confirmation

JOB CLASSIFICATION: Non Exempt, Full Time (40 hours a week)

DEPARTMENT: Youth Ministry

REPORTS TO: Director of Faith Formation

SCHEDULE: Available to work evenings and weekends

PAY RANGE: \$27.00/hr to \$29.00/hr

JOB SUMMARY: The Coordinator of Youth Ministry and Confirmation works under the direction and guidance of the Director of Faith Formation. The Coordinator oversees and participates in pastoral ministry, outreach, evangelization, catechetical and social activities for Middle School and High School students. The coordinator designs and implements a Youth Ministry program that not only prepares the youth for Confirmation, but also builds a community of faith, assists the youth in discovering and growing in their Catholic faith, and helps them to become involved Catholics in discipleship. The coordinator builds a strong Confirmation program, facilitating the movement to and from the youth ministry program.

JOB DUTIES AND RESPONSIBILITIES:

- Collaborates with the Director of Faith Formation in the vision of Youth Ministry, Confirmation preparation and Middle School at St. John Neumann.
- With oversight and Director of Faith Formation approval; Plans, develops and implements a Confirmation preparation program
- Oversees the registration process as well as payments for programs and events.
- Recruits, trains, supervises, and evaluates all youth ministry adult and student leaders as well as catechists for Middle School, High School and Sacramental Preparation.
- Works with the Safe Environment Coordinator to ensure all Confirmation catechists, aides, chaperones, and any volunteer (including volunteer parents) are cleared to work/volunteer with minors.

- Provides safe environment classes for all students enrolled in Confirmation
- Creates opportunities to interact regularly and socially with the students throughout the year and directs relational ministry for students.
- Encourages youth to participate in the life of the parish: Christian Service opportunities, Sunday 5 pm Mass (attends with them), and other parish events.
- Provides appropriate catechesis for parents or guardians of students participating in youth ministry or sacrament preparation.
- Oversees the record keeping for students in the Confirmation program (sacramental records, sponsor qualification, Bishop's letter) including recording entries in the Sacramental Registrar
- Coordinates and plans the yearly Confirmation retreats
- Collaborates with the Director of Faith Formation for the Confirmation liturgy and the rehearsal of the Confirmation liturgy.
- Plans and oversees Young Adult monthly activities and facilitates outreach to transitioning young adults.
- Collaborates with the RCIA coordinator in planning and implementing a catechetical program for youth catechuminate, candidate initiation and confirmation preparation.
- Promotes and publicizes youth events through social media and technologies (i.e., Parish Website, Instagram, Facebook, etc.)
- Create an annual calendar for all programs coordinated by Youth Ministry.
- With Oversight and Director of Faith Formation; prepares an annual budget for the Youth Ministry Program in collaboration with the Director of Faith Formation and the Office Manager.
- Orders all materials and resources for Youth Ministry and Confirmation Preparation
- Schedules all youth ministry events with the ministry coordinator
- Responsible for the good maintenance of the parish facilities used, including but not limited to audio-visual equipment, furnishings, rooms, office space etc.
- Works with Children's Faith Formation to provide a smooth transition from Children's Faith Formation to Middle School Ministry
- Participates in staff meetings, days and retreats.
- Attends diocesan youth ministry meetings
- Participates in the life of the parish and its spiritual and social activities.
- Serve as a resource person to staff members for the Parish Youth Program
- Respond to emails and phone calls in a timely manner

QUALIFICATIONS:

- Practicing Catholic in good standing with the Church
- Faithfully represent the teachings of the Catholic Church with integrity in word and action
- Bachelor's Degree in Religious Studies/Theology/Pastoral Studies or related field
- Exceptional interpersonal skills with young people
- Excellent oral, written and public speaking skills
- Ability to work both independently and collaboratively in a team setting and environment
- Strong time management and organizational skills
- Ability to design curricula and develop youth programs
- Proficient in Microsoft Office and social media sites

DESIRED:

- Basic Certification
- Three or more years experience working with youth preferably in a parish setting

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Typical Working Conditions: Typical Office Environment

Equipment Used: Basic computer equipment, telephone, copier

Essential Physical Tasks: Verbal communication, movement around office, remain stationary, reach and occasionally carry materials as needed weighing up to 30 lbs.