



“Our parish is a living sign of God’s saving Word. The people of Saint Cecilia parish have been called by God to foster a genuine, caring Catholic Christian community. God empowers us to be a visible sign of the Kingdom of God in the world.”

Position Description Form

Diocese of Orange St. Cecilia Catholic Church

Position Title: Confirmation & Youth Ministry Coordinator
Reports to: Parish Pastor
Position Type: Full Time: Non-Exempt
Hours: 40 hours
Schedule: TBA

Job Summary:

This is full time non-exempt position reporting to the Parish Pastor. The Confirmation & Youth Ministry Coordinator provides leadership direction and guidance for Confirmation 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.

Primary Responsibilities:

Primary duties and responsibilities include:

- Oversees/guides volunteers including core leaders, catechists, and anyone associated with the ministry.
- Provides catechesis, leadership training, and spiritual development opportunities for all leaders in the ministry.
- Continues to enhance the Confirmation program and Youth Ministry groups to keep programs current and relevant to the changing demographic and needs.
- Plan and lead all retreats – Confirmation retreats, Parent Retreat, Sponsor Retreats, Team Retreat, and Youth Retreat, etc.
- Oversees all aspects of the Confirmation program which includes 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.

- Creates opportunities for the youth to have a presence within the community—bulletin announcements, Sunday 3:30pm Mass/Liturgy, Stations of the Cross, Adoration, Volunteer in Ministry, etc.
- Ensures that our youth attend Mass and are trained and prepared to participate in the Mass as Ushers, Lectors, and Liturgical Techs.
- Assists with the 3:30pm Mass as needed.
- Utilizes social media to connect with youth and parents as well as parish community.
- Provides opportunities and activities for Catholic young adults to deepen their faith in an environment which meets their unique needs.
- Connect with the School Community, in particular the 7th and 8th grade, to transition them into the Parish Youth Ministry Program.
- Misc. administrative and financial responsibilities such as record-keeping, Confirmation certificates, budget management, etc.
- Other responsibilities and projects as assigned by the Pastor.

Knowledge, Skills, and Abilities:

- Active member in good standing with the Roman Catholic Church with previous experience in Confirmation and Youth ministry.
- Knowledge of Catholic doctrine and theology.
- Demonstrates spiritual maturity, including support of the parish and pastor 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) 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)
- Ability to maintain confidentiality in all matters.
- Successful completion of the Safe Environment process.

Desired Education, Training, or Experience

Bachelor's degree

Background in theology

Basic Catechist Certification

Master Catechist or Youth and Young Adult Ministry certification preferred