



OUR LADY OF GUADALUPE CHURCH | LA HABRA, CA

## COORDINATOR OF YOUTH MINISTRY & CONFIRMATION

### Job Description

**REPORTS TO:** Director of Evangelization & Communications and Office Manager, as applicable

**HOURS/SCHEDULE:** Exempt - Full time

**SALARY:** \$70,000 - \$75,000, commensurate with experience

**SUPERVISORY RESPONSIBILITY:** Catechists and Youth Ministry Volunteers

**INTERNAL / EXTERNAL CONTACTS:** Works in collaboration with the Director of Evangelization & Communications, the Faith Formation Coordinator, the Director of Young Adult Ministry, Diocesan Staff at the Pastoral Center, Coordinators of Youth Ministry & Confirmation across the Diocese of Orange, and with parents and teens.

### JOB SUMMARY:

The Coordinator of Youth Ministry & Confirmation is responsible for developing, organizing, and implementing programs that engage youth in the spiritual and community life of the parish. This role collaborates with staff and volunteers to create meaningful faith-based experiences for youth across all age groups, including Junior High Ministry, Youth Ministry, and Teen Leadership programs

This position works closely with the Evangelization Team to coordinate classes and activities related to faith formation, including but not limited to Confirmation preparation, leadership retreats, and family support initiatives.

**RESPONSIBILITIES:** Because all Our Lady of Guadalupe Church employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

The responsibilities of this position includes, but are not limited to:

### Youth Ministry

- Develop, implement, promote, and execute youth programs.
- Plan and facilitate social events, service opportunities, and spiritual events.

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- Serve as a mentor and resource for youth.
- Engage youth at parish and community events (e.g., Masses, Outreach events, the Mercado del Niño Jesús, etc.).
- Recruit, train, and mentor volunteers for Youth Ministry programs.

### **Teen Leadership**

- Develop and mentor a teen leadership team
- Engage teen leaders in various church ministries
- Support teen leaders in assisting with Children's Faith Formation programs.
- Work with the Director of Young Adult Ministry to assist seniors in high school in transitioning to Young Adult Ministries.

### **Confirmation Program**

- Coordinate all aspects of Confirmation preparation, including Confirmation nights using the Pathways Faith and Family Life Catholic Ministries programs for teens and parents.
- Work with the Diocesan Coordinator for Youth Ministry and Confirmation to ensure all requirements are met and best practices are implemented.
- Work with the Director of Evangelization to coordinate the Confirmation liturgy.
- Organize parent ministry opportunities that align with Confirmation events.
- Plan and facilitate annual retreats for Confirmation 1 and Confirmation 2.
- Support program operations, including greeting teens, leading small groups, teaching classes, or speaking at gatherings and events.
- Provide regular progress reports on Confirmation and Youth Ministry activities to the parish leadership.

### **Administrative & Parish Support**

- Develop leadership roles for adult volunteers to support ministry programs.
- Facilitate ongoing professional development through diocesan meetings, workshops, and classes
- Assist with parish-wide events, as it applies to Youth Ministry, including the Mercado del Niño Jesús and other family events.
- Communicate regularly with youth ministry and Confirmation families via email, newsletters, social media, and communication software.
- Conduct interviews with families registering for Confirmation Programs.
- Maintain accurate records including, but not limited to, registration, payment schedules, and Safe Environment Training for all programs.
- Develop and manage an annual budget for youth programs.
- Additional tasks as assigned.

### **REQUIREMENTS:**

- Practicing Catholic with knowledge of Evangelization and Faith Formation.
- Minimum of 3 years of volunteer ministry experience at the parish level
- Strong inter-personal communication skills as well as verbal and written communication

- Excellent time management skills
- Ability to multi-task, self-establish, and re-arrange priorities in a fluid working environment
- Proficient in English and Spanish
- Bachelor's or Master's degree in Religious Studies/Theology/Pastoral Theology or similar area preferred (or equivalent competency)

**Work Environment:**

- Working conditions: Typical office environment as well as travelling to various locations.
- Equipment operation: multi-line telephone, computer, tablet, fax machine, multi-copier, scanner, paper shredder, calculator.
- Physical Tasks: Carrying and setting up for meeting and gatherings.