

## Job description

### Dioceses of Orange, St. Justin Martyr Roman Catholic Church

<b>POSITION TITLE:</b>	Coordinator of Youth Ministry and Confirmation
<b>JOB CLASSIFICATION:</b>	Exempt (Benefit Eligible)
<b>DEPARTMENT:</b>	Faith Formation & Parish Youth Ministry
<b>REPORTS TO:</b>	Pastor, Director of Faith Formation
<b>SCHEDULE:</b>	Available to work evenings and weekends
<b>PAY RANGE:</b>	\$68,640-\$70,500 Based on experience, education and qualifications.

**JOB SUMMARY:** The Coordinator of Youth Ministry and Confirmation attends to the needs of the parish youth from middle school to high school building a robust program for youth and Confirmation students. The coordinator will advocate for the spiritual needs of the parish youth by helping them become involved Catholics in discipleship and guiding them in their formation toward ministerial service modeled after our Lord Jesus Christ. The coordinator works with the Pastor in fulfilling his mission and vision for the youth of the parish. With the Director of Faith Formation, the coordinator builds a strong Confirmation program for high school students, thereby facilitating the movement to and from the youth ministry program to have a strong catechetical formation and parish ministerial involvement.

**RESPONSIBILITIES:** Because all St. Justin Martyr Catholic 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.

#### Confirmation

- Prepares the Confirmation I and Confirmation II Class Syllabus that lists the weekly topics using the proper Confirmation materials and books approved by the Pastor and the Director of Faith Formation.
- Offers educational opportunities, workshops or spiritual growth to catechist.
- Support the faith formation office during registrations and when support is needed and approved by the Director of Faith Formation.
- Keep parents informed in a timely manner of all upcoming events related to the Confirmation I and Confirmation II programs respectively, utilizing any and all communication methods available to the program such as the parish website, Evangelus, parish bulletin, or making flyers, posters, in-person meetings, phone calls, etc.
- Respond to emails, phone calls from staff members, parishioners, and all associated with the confirmation program in a timely manner.

- Ensures all Confirmation I and II students are taught the safe environment training approved by the Diocese of Orange by trained catechists or presenters.
- Works with the Safe Environment Coordinator to ensure all Confirmation Catechists, aides, chaperones, and any volunteer (including volunteer parents) for Confirmation I and II are cleared to work with children. **Anyone not meeting the requirements by the first day of class will not be allowed in the classroom.**
- Regular meetings with catechist and works closely with them to ensure the students are meeting the necessary work, preparation, and interest in the program. With the help of the catechists, identify problems with students to establish early intervention with the parents to remedy any missing work, preparation, and or interest.
- Ensures the Confirmation students have submitted all necessary documents including but not limited to Sacramental Records, permission slips, documents, and forms for any of the Confirmation retreats, Bishop's letter, Saint Reports, etc. and following up with those who are missing anything.
- Tracks Confirmation students Mass and Class attendance, retreat attendance (or make-up retreats), community service hours, and any other event where attendance is mandatory.
- Submits to the Faith Formation Director Confirmation budget expenses to be approved.
- Meets regularly with Faith Formation Director to present activities, calendar, lesson plan, retreats etc. to be approved and submits periodic reports to the Director on the program progress.
- Schedule interviews for all Confirmation students, track their completion, schedule any make-up interviews, send reminders, etc.
- Keep the Faith Formation Secretary informed in a timely matter of all approved events and activities for better communication with parents, parish office, clergy, and volunteers.
- Be present on all Confirmation I & II class days, activities, retreats, meetings and sacramental preparation.
- Ensures facility usage rooms are properly set up for meeting, classes, activities, etc. and ensures that they are properly closed after such events.
- Ensure all students are properly dropped off for class and picked up at the end of class and/or released to proper adults.
- Plans and coordinates Confirmation I and Confirmation II annual retreats.
- Evaluation with team members of the Confirmation retreats and the Faith Formation Director.
- Plans and coordinates half day retreats for the Parents/Godparents of Confirmation students.

- With the Liturgy Coordinator plan and guide the Confirmation Mass Practice for students/godparents and Confirmation Mass preparedness.
- Perform other duties as assigned.

#### Youth Ministry:

- Build and expand on the current youth ministry group with the vision and mission of the Pastor.
- Plan, prepare and coordinate youth ministry nights, adoration nights, and social events.
- Recruit adults, young adults, and youth leaders to maintain adequate supervision and always provide safety.
- Prepare and monitor annual youth ministry budget in with the expectations of the Pastor and/or Business Manager.
- Maintain current catechist and youth ministry Diocesan certification and attend formation programs.
- Maintain current records of all youth participating in the Youth Ministry and all adult leaders.
- Attend Youth Ministry formation in the Diocese and meetings.
- Prepare quarterly evaluations for the Pastor on the youth ministry progress.
- Attend and participate in whole-parish events and monthly staff meetings.
- Respond to emails, voicemails, phone calls etc. from staff members, parishioners, and all associated with the youth ministry program in a timely manner.
- Communicate effectively on upcoming events to the parish by any and all of the communication tools available including but not limited to parish bulletin, email newsletters through Evangelus, parish website, parish social media applications.
- Perform other related Youth Ministry tasks as directed by the Pastor.

#### **QUALIFICATIONS**

- Practicing Catholic who models their faith in daily life. Knowledge and the ability to share the Catholic faith to youth, young adult leaders and parents/guardians.
- Strong oral and written communication in English and in Spanish. Strong public speaking skills in both languages.
- Strong knowledge of computer-based programs including Word, Excel, Outlook, and familiarity with social media sites.
- Organizational skills, including time management, delegation, planning and budgeting.
- Ability and experience to design and implement a variety of youth-oriented programs.

- Good listening skills, group processing and facilitation skills.
- Strong work ethic, self-motivator, independent worker, leadership, and collaboration skills.
- Willingness to pursue ongoing education to increase understanding of the Catholic faith and pastoral ministry.
- Ability to maintain healthy working relationships with staff, volunteers, young adults, adolescents, priests, and seminarians.
- Basic Catechism Certification or equivalent.

**EXPERIENCE:**

- Have worked with youth for three or more years, preferably in a parish setting.
- Pastoral Ministry experience in work environment

**DESIRED:**

- Master Catechist or equivalent certification.
- Bachelor's degree in a related field is preferred.
- English and Spanish bilingual

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

- To perform duties of the job, the employee may on a regular basis be required to stand, sit, talk, hear/listen, reach, stoop, kneel and use hands and fingers to operate a computer, keyboard, and other equipment. Close vision requirements apply due to the nature of computer work.

<b>Typical Working Conditions:</b>	Typical Church and Office Environment.
<b>Equipment Used:</b>	Basic computer equipment, keyboard, mouse, telephone, copier, calculator, paper shredder, and AV equipment.
<b>Essential Physical Tasks:</b>	Verbal communication, move, remain stationary reach, and occasionally carry materials as needed weighting up to 30 lbs.