

JOB DESCRIPTION

Date Prepared: 7/21/25

Date Issued: 7/21/25

Date Revised: N/A

CHRIST CATHEDRAL PARISH

POSITION TITLE: Confirmation Coordinator
JOB CLASSIFICATION: Exempt
DEPARTMENT: Faith Formation & Evangelization
REPORTS TO: Director of Faith Formation & Evangelization
SUPERVISORY RESP.: None
SCHEDULE: Varies - Day, Evening, Weekends
PAY RANGE: \$68,640K - \$69,000 Based on experience, education and qualifications.

POSITION SUMMARY: Works with the Director of Faith Formation and formation staff to collaborate and implement the vision and mission for the Confirmation program. Provides leadership, motivation, trust, in the development of a core and volunteer teams to achieve the purpose and mission of formation to students, parents for the lifelong growth in the faith journey.

ESSENTIAL FUNCTIONS: Works directly with the Supervisor to plan and implement a two-year school year program for students. Develop close communications with families, organizations and parish offices with a focus on the spiritual needs and gifts of the candidates.:

Because all Christ Cathedral Parish 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:

- Supports in the recruitment, training and oversight of catechists, and volunteers for the program.
- Supports in the evaluations and actualizes catechetical/faith formation documents, resources and methodologies text, audio-visual materials, and other resources appropriate to the formation development needs of the students and families in the program.
- Interfaces with the finance department ensuring accurate registration information and changes are given to the bookkeeper for billing purposes.
- Supports in planning, coordinating and processing reservations for department room use at the academy and other venues on campus.
- Interfaces with other clerical staff in reviewing and organizing duties to support the department.
- Attends and participates in parish staff, department meetings, diocesan workshops, conferences and seminars as approved by the supervisor.
- Be available and visible to the children, youth, parents, and parishioners through regular office hours.
- Supports in the establishment goals and objectives for students and catechists for each instructional level.
- Supports and prepares, plans and implements student, parent retreats.
- Prepares and communicates information to parents regarding the program, its events and policies: registrations, fee/tuition policy, sacramental preparation schedule and policies as approved by the supervisor.
- Supports the management and oversees compliance of volunteer catechist certifications, fingerprinting and safe environment programs as directed by The Office of the Child and Youth Protection in the Diocese of Orange.

JOB DESCRIPTION

Date Prepared: 7/21/25

Date Issued: 7/21/25

Date Revised: N/A

- Maintains the comprehensive calendar of all aspects of the catechetical program and coordinates with the parish master calendar coordinator.
- Maintains the administration of student records related to registrations, attendance, evaluations as well as required documentation for sacramental preparation and celebration.
- Performs other duties as assigned by the Supervisor.

Accounting:

- Operates within an established budget, monitors and full accounts for spending and receipts.
- Manages department petty cash funds and fully accounts for spending and receipts.
- Collects registration payments, tracks receipts and follow-up on outstanding balances.
- Works with the finance department to collect registration payments, tracks receipts and follow-up on outstanding invoice balances.
- Prepares, receives, tracks, and maintains all student and volunteer registration forms and enters into the PDS system.
- Follow policy and procedures for money handling.

Other:

- Perform other duties as assigned by the Supervisor.

Required:

- A practicing Roman Catholic participating in a parish
- Ability to multitask and work both independently and collaboratively
- Strong organizational skills
- Ability to prioritize and to be flexible
- Ability to maintain confidentiality
- Excellent interpersonal communication skills
- Ability to collaborate with others to implement the formation plan, given and trained by the Supervisor.
- Strategize and delegate the implementation to staff and volunteers.
- To build appropriate ministry relationships and coach volunteers.
- Website capabilities.
- Intermediate knowledge/experience with Microsoft outlook and its applications.
- Work evenings and weekends and flexibility to change shifts and/or tasks as needed.
- Read, write and speak English. Bi-lingual English/Spanish or English/Vietnamese.
- Supervisory ability a plus.

Qualifications:

- Proficiency in Office 365, word and excel.
- Knowledge of web base applications.
- Has a minimum of three consecutive years in parish faith formation department or as a volunteer leader within the formation program.

JOB DESCRIPTION

Date Prepared: 7/21/25

Date Issued: 7/21/25

Date Revised: N/A

- Basic catechist certification from the Diocese of Orange or will begin the process and complete within the first year of hire date.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- Works extensively in an office and classroom environment sitting and standing for long periods of time.
- Repetitive computer use, telephone use. Needs to have the ability to communicate effectively.
- Use hands to handle or feel and talk or hear. Reach with hands and arms. Walk, stoop, kneel, crouch, or crawl.
- Frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 30 pounds.
- Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Send resume to: gthomsen@christcathedralparish.org