

JOB DESCRIPTION

Holy Spirit Catholic Church

POSITION TITLE:	Coordinator of Youth Ministry & Confirmation
JOB CLASSIFICATION:	Exempt, Full-Time
REPORTS TO:	Pastor and Parochial Vicar assigned to Faith Formation
SCHEDULE:	40 weekly hours
PAY RANGE:	\$68,640 - \$70,000
	Based on experience, education and qualifications.

Summary:

The Coordinator of Youth Ministry & Confirmation Preparation at Holy Spirit Catholic Church is a practicing and fully initiated Roman Catholic who is passionate about accompanying youth in their journey of faith. This role fosters discipleship through dynamic youth ministry programming, Confirmation preparation, leadership development, retreats, service projects, and campus ministry. The coordinator works collaboratively with parish staff and families to cultivate an active relationship with Jesus Christ in the lives of young people.

Responsibilities: Because all Holy Spirit 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.

The position of Coordinator of Youth Ministry & Confirmation consists of some or all of the following duties:

Sacramental Preparation - Confirmation (Approx. 30% / ~12 hrs/week):

- Supervise weekly formation sessions
- Coordinate liturgical celebrations and parent/sponsor events related to Confirmation preparation
- Plan and direct two off-site weekend retreats for Confirmation teens

Youth Ministry (Approx. 25% / ~10 hrs/week):

- Supervision of Youth Nights, drop-in hours, service projects, and social events for high school age teens
- Collaborate to create and support outreach efforts (especially with UCLAST Catholic Club at Fountain Valley High School)

Volunteer Leadership Development (Approx. 10% / ~4 hrs/week):

- Recruit, train, and support CORE team members and adult/teen volunteers

Sacramental Preparation – OCIC for Teens (Approx. 10% / ~4 hrs/week):

- Plan and lead weekly formation sessions
- Assist coordinating relevant liturgical celebrations

General Ministry Support (Approx. 25% / ~10 hrs/week):

- Handle administrative tasks and parent communications
- Attend cluster and diocesan meetings and formation (approx. 8% / ~3 hrs/week)

- Collaborate with staff and volunteers to support parish-wide initiatives
- Coordinate marketing and social media presence
- Coordinate fundraising efforts and maintain timely expense reports
- Partner with Coordinators of Adult and Children's Faith Formation ministries to support ongoing parent formation and the transition of 9th-grade students
- Performs other duties as assigned

Qualifications:

- Fully initiated Roman Catholic in good standing, with a vibrant and active faith life
- Strong understanding of Catholic theology and Sacred Scripture
- 3+ years of parish youth ministry experience
- Ability to facilitate virtual classes and meetings (Zoom, MARTHA platform)
- Knowledge of social media platforms and their use for ministry promotion
- Experience with software tools such as Canva, ProPresenter, etc.
- Clear and effective communication with both teens and adults
- Experience in volunteer recruitment, training, and management
- Skilled in small group facilitation
- Willingness and ability to pray with and for youth and their families
- Diocesan Basic Catechist Certification (or willingness to obtain within the first 3 years)
- Safe Environment Certification (current or obtained upon hire)

Preferred:

- Familiarity with Life Teen resources and implementation
- Ability to lead worship (music leadership optional)
- Bachelor's degree in theology or related field (master's degree preferred for advancement opportunities)

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 office equipment. Close vision requirements apply due to the nature of computer work.

WORK ENVIRONMENT:

Typical Working Conditions:	Office environment, parish environment, outside events, off-site retreats/events
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder, A/V systems.
Essential Physical Tasks:	Verbal communication, movement around office, remain stationary, remain standing, reach, climb stairs, and occasionally carry materials as needed weighing up to 30 lbs.