



POSITION TITLE: Youth and Confirmation Ministry Lead

JOB CLASSIFICATION: Exempt

SALARY: \$68,640 - \$70,000 (based on experience, education and qualifications)

DEPARTMENT/PROGRAM: Office of Faith Formation

REPORTS TO: Director of Faith Formation

PRIMARY PURPOSE: The Youth and Confirmation Ministry Lead will interact with youth to pray/walk with them imparting the treasure of the Catholic faith. The Coordinator will serve as a member of the Parish Staff and be responsible for the development and growth of the comprehensive programs pertaining to High School Confirmation, Life Teen and Edge.

PRIMARY FUNCTIONS: Because all Holy Trinity 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

Essential duties and responsibilities of a Youth and Confirmation Ministry Lead includes:

- Develop and execute events/classes for middle school and high school students, fostering a welcoming and inclusive environment for their spiritual growth and personal development.
- Implement age-appropriate curriculum and activities that promote spiritual exploration, character development, and community engagement.
- Plan and direct Sacramental Preparation for Middle School and High School teens in need of First Reconciliation and First Communion.
- Lead weekly Confirmation classes for Y1 and Y2, and discussions on topics such as Catholic doctrine, morality, prayer, and social justice, tailored to the developmental needs of each group using the existing Life Teen Curriculum.
- Organize and oversee preparations for the Sacrament of Confirmation, including retreats, reconciliation services, and liturgical celebrations.
- Work closely with clergy, parish staff, and volunteers to integrate Confirmation programs into the broader life of the parish community, promoting active participation and involvement.
- Communicate regularly with parents/guardians regarding program updates, expectations, and opportunities for involvement, fostering a partnership in the faith formation of their children.
- Maintain and help organize registrations & sacramental records for Confirmation and Middle School and High School First Communion programs.
- Participate in preparation, implementation, and management of departmental budget, especially when it comes to Youth Ministry efforts.

- Create and present quarterly reports of successes, ministry learnings and best practices to ensure the parish offers the highest quality youth ministry.
- Collaborate closely and in a limited fashion with the coordinator of young adult ministry and the director of faith formation in order to ensure proper alignment.
- Perform other duties as assigned in accordance with the vision and goals of the parish and support for all youth ministries including social, spiritual, and service activities.

Collaborate with Coordinator of Young Adult Discipleship on the following:

- Assist and ensure that there is Youth and Young adult involvement for the 5:30pm Youth Mass for Sunday's Liturgy.
- Train, recruit, and execute the Servant Leader Program and facilitate meetings.
- Recruit, train, and coordinate volunteers to assist with Confirmation program activities, ensuring a safe and nurturing environment for all participants.
- Recreational, service-oriented, and spiritual enrichment activities for Confirmation candidates, fostering a sense of camaraderie and engagement within the group.
- Create effective communication and promotional strategies with the young church and their families through various channels including social media.

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
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder.
Essential Physical Tasks:	Verbal communication, movement around office, remain stationary, reach, and occasionally carry materials as needed weighing up to 30 lbs.