

## JOB DESCRIPTION

Date Prepared: 2/5/25

Date Issued: 2/6/25

Date Revised: 8/1/25

Christ Cathedral Parish

**POSITION TITLE:** Confirmation Assistant  
**JOB CLASSIFICATION:** Non-Exempt – Part Time  
**DEPARTMENT:** Faith Formation & Evangelization  
**REPORTS TO:** Confirmation Coordinator  
**SUPERVISORY RESP.:** None  
**SCHEDULE:** Varies - Day, Evening, Weekends  
**PAY RANGE:** \$17.00 - \$20.00 Based on experience, education and qualifications.

### **POSITION SUMMARY:**

The Assistant will provide administrative and operational support assisting in the development, implementation and fulfillment of the Confirmation program. The role will involve a range of responsibilities, including assisting with day-to-day tasks and managing the logistical needs of the confirmation program ensuring the smooth and efficient operation of the program and events.

### **REQUIRED:**

- A practicing Roman Catholic participating in a parish.
- Ability to multi-task and work both independently and collaboratively.
- Strong organizational skills.
- Ability to prioritize and to be flexible.
- Ability to maintain confidentiality.
- Excellent interpersonal communication skills.
- The ability to collaborate with others to implement the formation plan, given and trained by the Supervisor.
- 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.
- Supervisory ability a plus.

### **QUALIFICATIONS:**

- Proficiency in Office 354, 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.
- Basic catechist certification from the Diocese of Orange or will begin the process and complete within the first year of hire date.
- Bachelor's degree is preferred but not required if adequate experience is established.

### **ESSENTIAL FUNCTIONS:**

#### **Administration & Support:**

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:

- Provide secretarial assistance, including data entry, creating certificates, managing RSVP's scanning, drafting, organizing, and translating documents.
- Assist with the recruitment, scheduling, and support of catechists, volunteers, and ministry leaders.

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- Assist in maintaining the calendar for confirmation and evangelization activities and coordinating with the parish master calendar and necessary facility requests.
- Assist in managing registrations, payments, and other administrative tasks related to the program and evangelization efforts.
- Assist in maintaining the tracking system for volunteer certification and ensure compliance with diocesan safety protocols.
- Assist in coordinating, supporting and executing all needs related to the sacramental preparation of our youth in the Confirmation program and evangelization efforts. Including but not limited to ensuring that all administrative and logistical aspects are organized and efficiently run.
- Support the creation and distribution of materials for confirmation and evangelization efforts, including preparation of class curriculum, liturgical and sacramental celebrations and retreats.
- Assist in maintaining communication with students, families, volunteers, and the parish community regarding important program updates, questions and events via text, e-mail and phone calls.
- Support in planning and executing events and retreats for students and parents.
- Help track and maintain student records, including attendance, parish record keeping, and other necessary documentation required for confirmation.
- Assist in any other duties assigned by the supervisor to support the effective functioning of the Confirmation program.
- Committed to delivering exceptional customer service by addressing inquiries and resolving issues promptly and professionally.
- Required to actively participate in core and staff team training sessions, conferences and planning meetings to ensure alignment and effective collaboration within the team.
- Strong public speaking skills are required to effectively communicate information and engage with diverse audiences during meetings and events.
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- Must be adaptable, allowing your supervisor to assess skill sets and assign roles as needed to ensure individuals are placed in positions where they can succeed.

Accounting:

- Assists with the finance department to collect registration payments, tracks receipts and follow-up on outstanding balances.
- Able to complete petty cash reimbursements efficiently and accurately.
- Assist the finance department with any questions related to accurate record-keeping.
- Assist in the data entry for the parish PDS system.
- Follows policy and procedures for money handling.

Other:

- Perform other duties as assigned by supervisor or management team.

**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](mailto:gthomsen@christcathedralparish.org)