

**San Antonio de Padua Catholic Church**  
**Coordinator of Confirmation / Youth Ministry**  
**Job Description**

**Reports to:** Pastor

**Supervises:** Confirmation Program

**Part Time Position:** 28 hours per week

**Position Summary**

The Coordinator of Confirmation / Youth Ministry job description includes, but not limited to:

1. Developing, implementing and evaluating a variety of Confirmation / Youth Ministry Program components that include catechesis, evangelization, social action, community building, spirituality, liturgy, guidance, empowerment and advocacy in light of the current and ongoing dynamics of the Covid-19 Pandemic.
2. Developing, implementing, continuously updating, and evaluating a two-year Confirmation Program for 9th and 10th grade students in accordance with the Diocese of Orange guidelines in light of the current and ongoing dynamics of the Covid-19 Pandemic.
3. Supervising and evaluating all volunteer members of the program.

**Confirmation / Youth Ministry Program Responsibilities and Duties**

1. Supervise the planning of activities and events that are designed to achieve specific program objectives and outcomes as outlined below; these activities and events should include but are not limited to online socials, youth-oriented liturgies and community service opportunities in light of the current and ongoing dynamics of the Covid-19 Pandemic.
2. Supervise the development, implementation and evaluation of activities and events to achieve the objectives of the following components of the Confirmation / Youth Ministry program in light of the current and ongoing dynamics of the Covid-19 Pandemic:
  - Advocacy
  - Catechesis
  - Community Life
  - Evangelization
  - Justice and Service
  - Leadership
  - Pastoral Care
  - Prayer and Worship
3. Supervise the recruitment, selection, training and directing of teachers and program volunteers; includes development, implementation and evaluation of:
  - a) strategies to observe teachers online in small and large groups and provide suggestions based on the observations;
  - b) program activities, formal and informal and on an on-going and end of year basis;
  - c) curriculum for Confirmation I and II classes to insure each lesson meets program objectives.

4. Attend and chaperone group activities in light of the current and ongoing dynamics of the Covid-19 Pandemic.

### **Administrative and Financial Responsibilities and Duties**

1. Supervise the development, electronic distribution and evaluation of all Youth Ministry publications and communications.
2. Supervise the initiation, maintenance and use of participant information including the collection of registration forms and other required items for participation.
3. Oversee with Supervisor all financial transactions of the Confirmation / Youth Ministry program as an on-going responsibility and these cover the following areas:
  - a) payment of invoices;
  - b) petty cash fund and its use;
  - c) collection of participant fees from registration, retreat attendance and other events;
  - d) help Supervisor to develop, prepare and obtain approval of the annual Confirmation / Youth Ministry budget;
  - e) implementation and compliance with annual budget.
4. Oversee with Supervisor the use and maintenance of computer software and hardware and other office equipment including the scheduling of all facilities and equipment required to implement activities, on and off the parish location.
5. Develop and post in conjunction with the Confirmation / Youth Ministry team, by noon each Friday, a weekly calendar to include a daily breakdown with the following information:
  - a) days and hours to be worked;
  - b) activities and special events to be conducted, include hours, online and physical locations;
  - c) Confirmation classes – include hours and online & physical locations.
6. Develop and present to Supervisor and Pastor, a Confirmation / Youth Ministry Forecast briefly outlining the objectives, goals, projected program enrollment and proposed events of the coming year.
7. Meet with Supervisor and pastor on a regular basis (*monthly*) to:
  - a) review program objectives, activities and events;
  - b) plan future activities and events;
  - c) identify and discuss problems or potential problems;
  - d) agree on solutions to problems or potential problems;
  - e) personal and personnel matters as necessary.
8. Act as liaison to the parish staff, participate in parish staff meetings, diocesan level meetings related to Confirmation / Youth Ministry, and conduct regular meetings with the Confirmation / Youth Ministry staff and volunteer members for planning and implementation purposes.