



**Nuestra Señora  
del Pilar**

## CONFIRMATION COORDINATOR JOB DESCRIPTION

Nuestra Señora del Pilar Parish in the Diocese of Orange

**POSITION TITLE:** Coordinator of Youth Ministry and Evangelization and supporting the Confirmation Sacramental Program

**FLSA STATUS:** Exempt - Salaried (Benefit Eligible)

**SALARY RANGE:** \$66,700 - \$70,000 - Salaried (Benefit Eligible)

**REPORTS TO:** Pastor

**PRIMARY PURPOSE:** The Coordinator of Youth Ministry and Evangelization is a passionate and active Catholic; with a desire to minister and serve the young people and their families of Nuestra Señora del Pilar through leading and managing a comprehensive strategy and outreaches, engages and evangelizes middle school and high school age youth and families with adolescents. Additionally, this position would support and co-lead the Confirmation sacramental program. This is a full-time exempt position that will include evenings and weekends.

### **QUALIFICATIONS & EXPERIENCE:**

#### **REQUIRED:**

- Practicing Catholic with knowledge of and experience in middle school ministry, youth ministry, parent and family ministry and Confirmation preparation programs
- Strong organizational and communication skills with ability to multi-task and attention to detail; including small and large events
- Excellent writing, spelling and grammar skills and experience writing articles, announcements, short messages, blog entries, website, and other materials
- Ability to work both independently and collaboratively in a team setting and environment
- 3-5 years of successful experience working with youth in a professional setting.
- Bachelor's Degree in Theology, Religious Studies or related field
- Proficiency in Microsoft Office including Word, Excel, Outlook, Publisher etc. and some basic website editing and managing social media
- Effective public speaking skills and ability to facilitate large and small groups
- Valid California Driver's License
- Bilingual - English / Spanish



**DESIRED:**

- Advanced computer skills in websites, marketing and/or graphic designs
- Ability to design curricula and develop programs
- Master's Degree in Theology or Certificate in Youth Ministry or equivalent (i.e., Theology Certificate, Biblical Studies, Master Catechist etc.)

**ESSENTIAL FUNCTIONS:**

Primary duties and responsibilities include:

1. Plan, oversee and coordinate the Middle School and High School Ministry and the Parish Confirmation Program, including registration, creating proper curriculum, and training facilitators and catechists.
2. Design and implement the method to track attendance at every activity, ensuring engagement and participation.
3. Create and coordinate a communications plan for all parents and sponsors of confirmation students. A communications plan should inform, remind and promote a healthy spiritual life which in turn should lead to healthy family faith life.
4. Recruit, train, and empower volunteers to be facilitators, catechists, retreat leaders and mentors to the middle school and high school youth.
5. Plan, coordinate, and evaluate classes, XLT's, bible studies and/or parent nights in collaboration with other staff members in the parish.
6. Ensure that all safe environment guidelines are being adhered to and in compliance with the implementation of The National Charter for the Protection of Children and Young People.
7. Be aware and prepared to assist young people and their families in any pastoral care need that may arise from difficult topics and/or from personal sharing.
8. Attend, participate and represent the parish at all approved diocesan gatherings for youth and at all diocesan leadership meetings.
9. Post regular and relevant content on social media accounts and web pages
10. Plan and implement logistics for hosting parish youth events, confirmation ceremony along with rehearsals and printing of program.
11. Plan, prepare, implement, and manage the youth ministry and confirmation program budget.
12. Collaborate with other staff members and create spaces for everyone to serve middle school and high school age youth.
13. Perform other work-related tasks as assigned.

*Interested applicants should submit a cover letter and resume to Fr. Francisco Sandoval, OAR  
[fr.francisco.sandoval@oc.rcbo.org](mailto:fr.francisco.sandoval@oc.rcbo.org)*

*Applications will be reviewed and followed up through email.*