



Position Title: Coordinator of Confirmation and Youth Ministry

- **Job Classification: Full-time (35 hours/week), non-exempt**
- **Pay Range: \$29.00 - \$31.00 per hour based on experience, education and qualifications**
- **Reports to: Director of Family Faith Formation**

POSITION SUMMARY

The Coordinator of Confirmation and Youth Ministry plans and leads all high school activities, meetings, and retreats, as well as the 2-year Confirmation program. This includes catechetical instruction, coordinating with volunteers, evaluating teen readiness to receive the Sacrament of Confirmation, planning and organizing retreats, classes, and social and service opportunities. The person hired should be a team player, working closely with the pastor, priests, staff, as well as reporting directly to the Director of Faith Formation. Being able to work within and maintain tight budgets is a must. Candidates should have experience working with teens from various cultures and experiences and a Bachelor's degree in a related field.

PRIMARY JOB RESPONSIBILITIES: Because all Our Lady Queen of Angels 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.

- Continued development, organization and supervision of Confirmation ministry.
- Develops and implements a vision for youth ministry for teens to continue their spiritual and human formation.
- With Director's approval, creates and plans opportunities that include programs, activities, and events that invite young people into the life of the parish community.
- Prepares materials for Confirmation meetings and youth ministry events.
- With Director's oversight, prepares and leads weekend leadership and Confirmation retreats as well as the 8th grade school retreat.
- Provides clear and timely communication to parents about youth ministry opportunities, Confirmation meetings and requirements, retreats, service events, etc.
- Actively recruits and trains high school leaders to help with Youth Ministry and Confirmation.

- Collaborates with Young Adult Ministry to recruit volunteers to help with Youth Ministry and Confirmation.
- Updates database system with registration information, attendance, and sacramental notes.
- Maintains a flexible ministry of presence on Sundays (especially during times of Mass)
- Assists Director and liturgical ministers in developing liturgical ministry leaders for 5pm Mass.
- Builds relationships with parish school (teachers and administration) to build youth ministry events for middle school. Connect with campus ministry leaders of surrounding public, private, and Catholic schools to get to know the teens and invite them to Confirmation and youth ministry events.
- Assists Director in preparing for Confirmation Mass including obtaining letters to Bishop, scheduling candidate interviews, rehearsal, organizing seating chart, etc.
- Collaborates with Director and Family Faith Coordinator to help organize and run yearly Bible Camp.
- Maintains office hours as agreed upon with Director of Faith Formation and Pastor.
- Ensures all volunteers are in compliance with the diocesan Safe Environment protocols.
- Continues professional competency by being aware of current trends in youth ministry by continuing education, attending conferences, diocesan meetings/trainings related to the position.
- Other responsibilities and tasks as assigned by Director or Pastor.

REQUIRED SKILLS AND ABILITIES

- Practicing Catholic in good standing with the Church and commitment to the teachings of the Catholic Church
- Strong interpersonal, communication and organizational skills
- Maintain an appropriate degree of confidentiality and professionalism in attire, disposition and interactions with other
- Is teachable, has multi-tasking abilities, visionary skills, and detail-oriented
- Available to work a flexible schedule which includes weekends and evenings

- Knowledge of Microsoft Office including Word, Excel, Power Point, Publisher, as well as Google Drive Suite (Sheets, Docs, Forms, Slides, etc.) and skills to navigate data-based programs (i.e. PDS, Camino)
- Proficient in using modern technologies of communication (including social media) for the sole purpose of appropriately informing teens of youth ministry events, collaborating with the Director of Communications when needed
- 2 – 3 years' hands-on experience assisting and leading faith formation ministries
- Bachelor's Degree in related field; openness to ongoing formation and/or to obtain/pursue certification in Youth Ministry

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.