

JOB DESCRIPTION

ST. NORBERT CATHOLIC CHURCH

Orange, CA

POSITION TITLE:	Coordinator of Confirmation & Youth Ministry
JOB CLASSIFICATION:	Full-Time Exempt
HOURS/SCHEDULE:	Must be available for nights and weekends.
REPORTS TO:	Pastor and Parish Life Director
SUPERVISORY RESPONSIBILITY:	None
PAY RANGE:	\$68,640-\$70,000 Based on experience, education, and qualifications.
SUPERVISORY RESPONSIBILITY:	Confirmation & Youth Ministry Administrative Assistant, Volunteers, and Catechists.

INTERNAL/EXTERNAL CONTACTS: Clergy, parish staff, parishioners, families, catechists, volunteers, parish ministry leaders, visitors, other families in the FL&F, Diocesan employees, extended Catholic community and external organizations.

JOB SUMMARY: The Coordinator of Confirmation and Youth Ministry is responsible for coordinating and administering activities involving youth of all ages within the parish. This includes youth in the Family Life & Formation programs, St. Norbert School children, and youth of the growing Junior High Ministry, Youth Ministry, and Teen Leadership programs.

The Coordinator of Confirmation and Youth Ministry collaborates with the Family Life & Formation team to coordinate and implement the classes and activities related to the Family Life & Formation Programs. This includes, but is not limited to: Children's Faith Formation and Confirmation meetings and events, direct Confirmation and Leadership retreats, and provide support to families, etc.

ESSENTIAL FUNCTIONS: Because all St. Norbert 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.

Primary duties and responsibilities include:

- 1) Develop, implement, promote, and execute youth programs.
 - a) Youth Ministry
 - i) Plan and execute Youth nights and spiritual opportunities.
 - ii) Serve as a mentor and resource to youth.

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- iii) Engage youth at the parish and community events (i.e. Masses, Christian Service, parish festivals, etc.)
- b) Junior High Ministry
 - i) Plan and execute classes and meetings for Junior High youth.
 - ii) Plan and execute monthly socials for St. Norbert School Junior High.
- c) Teen Leadership
 - i) Develop and mentor a teen leadership team.
 - ii) Engage teen leaders in various church ministries and Family Life & Formation events.
 - iii) Form and accompany teen leaders as they support Children's Faith Formation Program.
 - iv) Plan and execute Youth Nights and service or spiritual opportunities.
 - v) Direct Teen Leadership Retreat
- 2. Confirmation Program
 - a) Coordinate all aspects of Confirmation for youth, including Confirmation nights, and Rite of Confirmation.
 - b) Provide Parent Ministry opportunities that are concurrent with Confirmation events.
 - c) Coordinate and implement yearly retreats for Confirmation 1 and Confirmation 2.
 - d) Support program including: greeting teens, spending time in small groups, leading a class, or being a speaker at one of the large group meetings.
- 3. Submit quarterly email reports to the Pastor and Parish Life Director detailing programs in Confirmation and Youth Ministry (High School, Junior High).
- 4. Collaborate with St. Norbert School Junior High and assist in end of the year Eighth Grade retreat.
- 5. Recruitment, formation, & direction of volunteers in Youth Ministry programs.
- 6. Maintain ongoing professional development in Youth Ministry by attending monthly Diocesan meetings, workshops, and classes.
- 7. Assist and support in developing adult volunteers to support the various programs and ministries.
- 8. Supervise, guide and mentor Confirmation & Youth Ministry Administrative Assistant.
- 9. Assist and support with parish festival and other parish events.
- 10. Interview and register families for Family Life and Formation programs.
- 11. Maintain records and attendance for Youth programs.
- 12. Regular Communication with families via newsletter, social media, emails, communication software, etc.
- 13. Monitor budget throughout the year.
- 14. Complete other work as assigned by the Pastor, Parish Life Director, or Family Life & Formation Team.

EDUCATION:

- 1. Master Catechist Certification or higher; for those not certified, will at the minimum begin the process upon hiring.
- 2. Bachelor's degree in a related field is preferred but not required.

QUALIFICATIONS & EXPERIENCE:

- Dynamic, faith-filled, fully initiated Catholic.
- Minimum of 3 years of volunteer ministry experience at the parish level.
- Strong interpersonal communication skills as well as verbal and written communication.
- Strong time management skills.
- Ability to multi-task, self-establish, and re-arrange priorities in a fluid working environment.
- Bilingual in English and Spanish is preferred.
- Able to recruit, train and manage a team of volunteers.
- Must be fingerprinted and maintain active Safe Environment Training.
- Ability to effectively utilize Microsoft programs such as Outlook, Word, Excel, and PowerPoint, as well as Canva and social media programs, such as Facebook and Instagram.

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.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Typical Working Conditions:	Typical office environment.
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder.
Essential Physical Tasks:	Communicate, move, remain stationary, reach, occasionally carry materials as needed weighing up to 30 lbs.