



# **JOB DESCRIPTION**

## **CONFIRMATION COORDINATOR**

<b>TITLE</b>	Confirmation Coordinator
<b>CLASSIFICATION</b>	Part Time Non-accrual, 14 hr/wk
<b>SUPERVISOR</b>	Director of Faith Formation

### **MISSION**

To create an environment of evangelization, formation, and discipleship through the coordination and implementation of the Confirmation preparation program for middle and high school youth.

### **ATTRIBUTES**

- A fierce love for God's children and profound sense of calling to build His Kingdom
- Full, active, conscious participation in the life of the Catholic Church
- Knowledgeable in Catholic theology
- Hard-working with an eagerness to learn and grow

### **AREAS OF RESPONSIBILITY**

#### **Confirmation**

- Plan annual Confirmation calendar and curriculum
- Plan and implement Confirmation class sessions (i.e. Summer FF, Sunday nights, Wednesday nights)
- Train, develop, and coordinate Confirmation catechists to plan and implement Confirmation classes
- Oversee set-up and tear-down of Confirmation classes and events
- Regularly communicate with Confirmation catechists (weekly)
- Plan and implement (with Confirmation catechists) all Confirmation retreats, rehearsals, ceremonies
- Complete diocesan Liturgical Planner for Confirmation Ceremony
- Responsible for Confirmation paperwork and requirements (i.e. Sponsor Forms, Service Projects, etc.)
- Communicate regularly with Confirmation students and parents (especially Catholic School families)
- Other duties as assigned

#### **Faith Formation and Youth Ministry**

- Present at Faith Formation events and programs as needed for additional staff support
- Continue relational ministry with middle school youth through presence and visibility as MSYM (EDGE) events
- Other duties as assigned