



JOB DESCRIPTION

CONFIRMATION COORDINATOR

TITLE	Confirmation Coordinator
CLASSIFICATION	Part Time Non-accrual, 14 hr/wk
SUPERVISOR	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