

Confirmation Coordinator

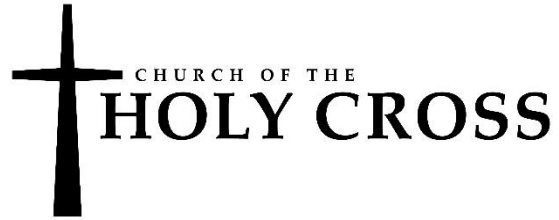
Reports to: Pastor

Classification: Nonexempt

Schedule: Part Time

Date: 7/1/17

Revision: 0



Position Overview:

The Confirmation Coordinator oversees the preparation of parish youth for the sacrament of Confirmation and includes developing lesson plans, recruiting and training catechists, coordinating the confirmation retreat and ceremony, and other administrative duties related to the program. Classes typically take place Sunday evenings and cover a two-year program.

Responsibilities:

• Confirmation Program

- Recruit, train and supervise catechists
- Establish confirmation schedule and calendar
- Build class lists and assign catechists
- Establish program content and lesson plans
- Communicate with relevant information to parents and parish
- Conduct sponsor-candidate
- Supervise class sessions
- Coordinate service projects and display
- Coordinate confirmation retreat
- Coordinate Confirmation ceremony
- Record sacramental records
- Issue certificates
- Send letters of notification to churches of baptism
- Coordinate with 7th and 8th grade teachers at Holy Cross School
- Prepare candidates lacking Baptism or First Communion, either through extra classes or through RCIC with the RE Director
- Coordinate with parish staff and Archdiocesan agencies

• Relationships and Personal Growth

- Understand the Holy Cross Mission and strive to live it out professionally and personally.
- Maintain a positive demeanor focused on service to others.
- Be committed to one's own personal and professional growth.

Preferred Qualifications:

- Baptized member of a Catholic faith community in good standing.
- Degree in theology or other relevant field.
- Proven experience in a role with similar or related job duties.
- Excellent interpersonal skills and positive demeanor.
- Proficient oral and written communication skills.
- Ability to speak Spanish is a plus.