

# Diocese of Sacramento

## JOB DESCRIPTION

<b>PARISH:</b>	St. Mary's Parish	<b>POSITION STATUS:</b>	P/T 20 hours per week
<b>POSITION:</b>	Confirmation Coordinator	<b>SCHEDULE:</b>	Mon-Sun as required (subject to diocesan employment regulations)
		<b>CATEGORY:</b>	Non-Exempt

**SUPERVISOR:** Director of Religious Education

**JOB SUMMARY:** The Confirmation Coordinator is responsible for the implementation of the Confirmation preparation program in accordance with diocesan guidelines and is under the supervision of the DRE.

### **General Responsibilities:**

Exhibits flexibility, dependability and attention to detail in the day-to-day work environment.

Maintain professional and timely communication.

Adheres to Code of Ethical Conduct.

Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to: employee standards of conduct, policy against harassment, electronic communications policy, and social media policy.

Completes background checks, Safe Environment training, and provides proof of a negative TB test prior to employment.

Performs duties as requested by the DRE or Pastor.

**ESSENTIAL FUNCTIONS:** Maintains Confirmation program which meets the needs of Confirmation candidates in the parish under the guidance of the DRE.

### **Program Development:**

1. Responsible for the implementation of a two-year curriculum for Confirmation candidates to include Reconciliation and First Communion as needed and ensuring the program meets or exceeds diocesan guidelines.
2. Assist DRE in the recruitment, training and supervision of volunteers. (Volunteer candidates for CCD and RCIA programs must be pre-approved by the Pastor.)
3. Responsible for implementing Confirmation registration process including recruitment and processing of registration fees.
4. Coordinate with the Pastor and Youth Group Coordinator to plan a monthly Sunday Mass and recruit, train and coordinate teen volunteers.
5. In collaboration with Youth Group Coordinator plan and conduct 3-5 youth events per year to help teens transition into Youth Group.
6. Responsible for implementing a teen program for girls to help prepare for the celebration of their Quinceañera.
7. Responsible for opening and closing the hall when used for religious education program.
8. Other duties may be required, as needed.

**Administration:**

- 9. Schedule and adjust program components including but not limited to:
  - Location for program
  - Class times and materials needed
  - Create calendar and secure facilities for Confirmation gatherings and events
  - Parent/teen meetings and gatherings as well as Confirmation Year II retreat
  - Coordinate student/parent/sponsor participation in service project(s)
  - Coordinate discernment meeting/interview to assess Candidate’s/Confirmandi’s readiness to receive the Sacrament(s)
  - Coordinate annual Circle of Grace Safe Environment Program for Confirmation students
  - Serve as liaison between the various parish ministries and community to connect teens to service projects
- 10. Maintain required records: attendance, sacramental records, sponsor information, saint names, service projects and other requirements as needed.
- 11. Maintain ParishSoft database with up-to-date information.

**Communication:**

- 12. Communicate regularly with DRE, parish staff, program volunteers, teens, parents, and as needed with sponsors, and community leaders or advocates.
- 13. Meet with parent/teen regarding any teen’s unacceptable behavior.
- 14. Provide Confirmation bulletin content by established deadlines.
- 15. Maintain parish website and other social media outlets with up-to-date Confirmation content.

**MINIMUM QUALIFICATIONS:**

**Education:** AS Degree or higher (BA preferred) • Must be Bilingual (English/Spanish)

**Experience:** The Coordinator of Religious Education is expected to have one or more of the following:

- 1. BA in Theology/Religious Education or a related field and six (6) credits or 60 clock hours of in-service in the following areas: administration, educational methods, supervision, catechetics.
- 2. BA/BS in Education with twenty-four (24) semester credits in Theology and Catechetics and Scripture.
- 3. Have a minimum of three years of teaching experience in a school in a Sacramental Preparation Program.
- 4. Program Coordination, Coordination of Catechist Development and/or Administration in a Catholic parish preferred but not required.

**Skills / Knowledge:** Must have proficiency in using Microsoft Office; good organizational skills; be detail oriented; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively in oral and written form using correct spelling, grammar and punctuation; practicing Catholic with knowledge and understanding of the Catholic Church in general, as well as a good understanding of the Catechism of the Catholic Church; ability to work and relate to a variety of personalities and cultures with diplomacy, friendliness and poise. Able to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload while meeting deadlines. Proven ability to work: in collaboration with others, under supervision or independently, as well as delegating and supervising tasks.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

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DATE