

Diocese of Sacramento
JOB DESCRIPTION
Confirmation Coordinator

PARISH: St. Joseph Parish & Mission Church of St. Vincent de Paul

POSITION STATUS: P/T

POSITION: Confirmation Coordinator

SCHEDULE: TBD

CATEGORY: Non- Exempt

Supervisor: Pastor

Job Summary: The Confirmation Coordinator leads the confirmation program to build a solid foundation for the spirituality of our youth, Christian living, ministry and outreach.

ESSENTIAL FUNCTIONS: Develop and maintaining the parish confirmation program.

1. Design catechetical programs which support lifelong learning into program planning.
 - Develops goals, objectives and strategies for the confirmation program
 - Integrates insights from current catechetical literature into program planning
 - Shares a vision/direction for the parish confirmation program
 - Pursues further education and professional development.

2. Develop coordinated approach toward faith development on the confirmation program
 - Designs catechetical programs which meet the needs of the parish community
 - Maintains relationship with pastor, clergy, parish staff, catechetical volunteers and Diocesan Office of Religious Education.
 - Develop individualized programs for parishioners with special religious education needs.
 - Shares responsibility with other staff members for building maintenance, improvement, space design
 - Helps maintain/develop good parish library (e.g., records, equipment)

3. Can direct the implementation of an on-going management of the confirmation program
 - Helps identify and enable leadership within the community to take responsibility for program components
 - Adjust program components (space, time, materials, human and physical resources) as needed.
 - Helps in obtaining resources (AV, textbooks, liturgy materials) which complement the religious education efforts in the parish
 - Assists in coordinating liturgical/sacramental functions and varied prayer experiences
 - Assists and facilitate classes/conferences as needed
 - Helps communicate with participants, parents, parish-at-large to keep them informed of religious education efforts.

4. Helps evaluate the parish confirmation program in relation to the goals, objectives and strategies

- Conducts program evaluation to be discussed with DRE and collates evaluation information
- Gives feedback to appropriate groups (catechists, parish staff, program participants)
- Meets with coordinators of programs to elicit further information regarding evaluation and future planning.

5. Other duties may be required as needed.

MINIMUM QUALIFICATIONS:

Education: High School Diploma or equivalent

Experience: The Assistant Confirmation Coordinator is expected to have one of the following:

1. A Certified Catechist
2. BA/BS in an unrelated field or no college degree with 60 clock hours of in-service in the following areas: administration, educational methods, supervision, catechetics.
3. The ACC is expected to have a teaching experience in a Catholic school or in in the parish faith formation program or equivalent.

The Assistant Confirmation Coordinator is expected to be proficient in Theology (good knowledge of Catholic faith); Program Coordination; Coordination of Catechist Development; Communication; Building Collaborative Relationships; Administration. The ACC is expected to be a practicing Catholic.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

PASTOR SIGNATURE

DATE