

Coordinator of Youth Confirmation and Liaison between the Youth and Young Adults  
St Christopher Church, Moreno Valley  
Full-Time 35 Hours a week  
\$17.00 per hour

We, the faithful of Saint Christopher Parish, animated by the Good News of Christ and inspired by the Diocesan Vision, are called to grow as a Reconciling Multicultural Church.

### **JOB SUMMARY**

The primary purpose of this position is to welcome and catechize, youth seeking the sacraments of Confirmation, and to celebrate the reception of the Sacrament within the Liturgical Year following the guidelines set by the Diocese of San Bernardino.

### **ESSENTIAL FUNCTIONS**

1. Recruit and train team members for Youth Confirmation.
2. Assist in Registrations and maintain Parish Soft records by inputting sacrament information and attendance.
3. Open and lock the rooms that are used for catechesis and provide the catechist with the materials needed.
4. Provide retreats to enrich the faith journey of the Confirmandi.
5. Create certificates and have them ready to distribute after the Reception of the Sacrament.
6. Prepare the Liturgy of the reception of Confirmation as per the Diocese of San Bernardino.
7. Creating and providing a yearly calendar for the program.
8. Stay within the budget given for the program expenses.
9. Provide "Circle of Grace" Training for catechist, liturgy volunteers, and ministry leaders and core members.
10. Provide training on the "Circle of Grace" for the youth and catechist according to age-appropriate lessons.
11. Provide Spiritual Events for the Youth to experience the richness of our faith, examples, Mass, Holy Hours, Mission talks, Praying the Rosary and Divine Mercy, Station of the Cross, LA Congress Youth Day etc...
12. Invite and attend the youth to the Youth and Young Adult Ministry Meetings.
13. Participate with the youth in Parish Special Events, example Fairs, Food Sales, Feast Days Celebrations etc.....
14. Attend the following meetings: staff, vicariate and Safe Environment Trainings and those deemed by the Pastor or DCM.
15. Other duties assign by the Pastor or DCM.

### **SKILLS & EXPERIENCE REQUIRED**

- High School Graduate or GED, Completion of Ministry Formation and Specializations in Confirmation, PMFP and CMFP
- Maintain Confidentiality
- Good basic clerical and computer skills
- Ability to interact professionally with all employees, volunteers and parishioners
- Ability to work and understand a multicultural environment
- Bilingual is preferred.
- Flexibility in work hours to include evenings and weekends.

### **PHYSICAL REQUIREMENTS**

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting; lifting, pushing, pulling and carrying up to 40lbs., kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume to:

St Christopher Parish

Cecilia Fornelli-Ramsey, Pastor Administrative Assistant

Email: [jcfornelli@sbdioocese.org](mailto:jcfornelli@sbdioocese.org)

The Diocese of San Bernardino is an Equal Opportunity Employer.