

St. Anthony Church
Position: Confirmation and Young Adult Ministry Coordinator
Part Time
Compensation \$19.60 – \$23.00 / Hour

Position Summary:

The Confirmation and Young Adult Ministry Coordinator is responsible for overseeing the faith formation and spiritual growth of Youth Confirmation candidates and Young Adults (ages 18-35) at St. Anthony Parish. This role combines two vital ministries, ensuring that both Confirmation students and young adults receive spiritual guidance, community-building opportunities, and personal mentorship. The coordinator plays a key role in fostering engagement and creating a welcoming environment within the parish community.

Essential Job Functions:

- Plan, coordinate, and implement the parish's Confirmation program for students, including curriculum facilitation, retreats, and sacramental celebrations.
- Collaborate with the Director/Coordinator of Religious Education, catechists, and volunteers to ensure effective instruction and spiritual formation of Confirmation candidates.
- Organize and lead parent orientation and informational meetings to foster parental involvement in the Confirmation process.
- Maintain consistent communication with parents regarding expectations, program updates, and important dates.
- Secure and manage sacramental records and required documentation, ensuring compliance with diocesan guidelines.
- Work with the Director of Liturgy to prepare and coordinate the Sacrament of Confirmation celebration.
- Facilitate small group discussions, spiritual reflections, and activities that deepen candidates' understanding of the Catholic faith.
- Ensure timely communication with candidates, parents, and the parish community regarding program expectations, deadlines, and events.
- Maintain accurate records and ensure ongoing compliance with diocesan Confirmation requirements.
- Assist the Director/Coordinator and Pastor with other duties related to Confirmation preparation as needed.
- Develop and manage a calendar of events, retreats, and activities that address the spiritual, social, and service needs of young adults (ages 18-35).
- Organize Bible studies, prayer groups, fellowship events, and seasonal retreats (e.g., Advent, Lent).
- Provide opportunities for young adults to engage in parish-wide events, liturgical celebrations, and community service.
- Lead and facilitate small groups or faith-sharing circles to encourage spiritual growth.
- Collaborate with the parish priest and leadership team to integrate young adults into liturgical ministries (e.g., lectors, music ministry).
- Foster a welcoming and inclusive environment for young adults through effective communication and outreach.
- Build relationships with young adults in the parish and encourage participation in ministry and parish life.
- Promote volunteerism and service opportunities both within the parish and in the broader community.
- Manage and update social media platforms, the parish website, and bulletin announcements to inform young adults about events and activities.
- Utilize digital tools to increase engagement and outreach.
- Work with other parish ministries, the leadership team, and the Pastoral Council to integrate young adult ministry into the broader parish life.
- Develop partnerships with local young adult groups, diocesan events, and regional organizations to expand opportunities for young adult engagement.
- Attend Diocesan Ministry of Young Catholics/Staff meetings, training sessions and workshops.
- Assist with budget management and resource allocation for young adult ministry programming.
- Maintain records of participants, volunteers, and event details.
- Provide reports to parish leadership regarding program effectiveness and ongoing needs.
- Implement and ensure compliance with Diocesan Safe Environment Policies and required reporting procedures.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- High school or equivalent
- Must be a practicing Catholic in good standing with the Church.
- Has basic knowledge in Catholic theology, doctrine and catechesis.
- PMFP Certificate (or be in the processes of completing or be willing to enroll within 6 months of hiring)
- Be available to work afternoons, evenings and weekends.
- Bilingual English/Spanish preferred.
- Strong computer skills including Word, Excel, PowerPoint, Access, Adobe, Parish Soft Diocesan Development Module (DDM) or equivalent CRM system; calendar, mail, and the web.
- Written and verbal communication skills
- Bilingual and translation skills
- Organization and multi-tasking skills
- Ability to work in a multicultural environment.

- Must be able to multi-task.
- Excellent organizational skills required.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying, pushing, pulling up to 25 lbs., 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 and cover letter to:

**St. Anthony Church
2110 N San Antonio Ave Upland, CA 91784
Attention: Lindsey Cabrera
Email: lindsey.c@stanthonypupland.org**

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