

Confirmation Coordinator / Youth Ministry
St. Louis of France Church, Cathedral City
Full Time 40 hours a week
\$18.00-\$19.00 an hour DOE

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of Hospitality, Collaboration, Faith-sharing and Reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

The Roman Catholic Community of St. Louis of France is a family of Christian believers who serves with faith and hope striving to bring God's love to all people through Word and action.

Position Summary

Responsible for developing a parish based pastoral ministry with youth. Reaches out to all youth in the community, provides for formal catechesis, invites, and enables youth to serve others. Develops close communication with mutual support from families of youth and sustains a well-developed formation on youth ministry resources and programs for core team and those attending youth group gatherings.

Responsibilities Include, But Are Not Limited To:

- Oversees and directs the overall Confirmation ministry program to include the Youth program.
- Properly prepares candidates for the Sacrament of Confirmation.
- Facilitates Virtus and safe environment for Catechists & Young Adults
- Maintains good communication with pastor, parents, Catechists, and families of youth
- Remains current with youth ministry resources and programs for core team and those attending youth group gathering.
- Coordinates and implements retreats, weekly prayer and reflection
- Attends Vicariate meetings and Diocesan meetings for Confirmation/Youth Ministers
- Maintains annual monetary budget.
- Supervises and coordinates scheduling of youth events and activities
- Create opportunities of involvement in community service projects
- Publishes Youth Ministry newsletter.
- Maintains communication with the Office of Ministry with Young Catholics
- Works with the Coordinator of Religious Education program to ensure Confirmation program.
- Attends Confirmation gatherings.
- Participate in parish events as needed
- Be present in Hospitality celebrations for Catechists.
- Assist Religious Ed Coordinator with data entry and distributing mail to parents and Catechists.

Qualifications Guidelines

- Completion of PMFP
- Certification in Youth Ministry
- Must have the ability to work in a multi-cultural environment
- Bilingual in English and Spanish highly preferable
- Must be able to multi-task have the ability to interact in a professional and pastoral manner
- Must be computer literate in Word, Power Point and Publisher
- Practicing Catholic in good standing with the Church
- Strong interpersonal communication skills
- Needs to be flexible with work schedule as necessary

Physical Requirements

Includes but not limited to standing, sitting, kneeling, and bending at the waist, stooping, walking, running and driving. Lifting and carrying in excess of 25 lbs. as necessary. Position required utilizing PC, including reading the screen and utilization of keyboard

Interested candidate please email resume to:

Fr. Luis A. Guido
Saint Louis of France Church
at lguido@sbdiocese.org
68633 C Street
Cathedral City, CA 92234
(760) 328-2398

The Diocese of San Bernardino is an Equal Opportunity Employer.