

Coordinator of Youth and Young Adult Ministries
Sacred Heart Church, Rancho Cucamonga
\$19.84-\$22.00 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.

POSITION SUMMARY:

Responsible for all aspects of evangelization and faith formation for middle school (6th & 8th grade) and high school (9th-12th grade) teens, including preparation for the sacraments of Confirmation. Responsible for implementing comprehensive Youth and Young Adult Ministries (18-39) that fosters young discipleship and active service in the community.

ESSENTIAL FUNCTIONS:

- Prepares yearly budget, calendar, and registration for sacraments of Confirmation and First Eucharist, middle school ministry, high school ministry and young adult ministry.
- Recruits, trains, and supervises First Eucharist and Youth Confirmation Catechists and volunteers and chaperons for youth and young adult ministries.
- Organize & plan Confirmation retreats, youth, and young adult retreat days.
- Oversee Liturgy for Confirmation candidates.
- Lead Confirmation catechetical sessions.
- Prepares and maintains all records and files and data bases for all high school confirmation classes, youth and young adult ministry participants including student's attendance and ongoing communication with parents/teens via phone and email.
- Recruits, trains, and leads catechist, core teams of youth and adults for ongoing ministry activities including ongoing catechist meetings.
- Hours vary according to events.
- Other duties as assigned.

SKILLS AND EXPERIENCE REQUIRED:

- Must have a thorough knowledge of Catholic theology, procedures, and protocols/
- Excellent knowledge of confirmation and youth ministry programs and their respective requirements.
- Ability to communicate effectively with teenagers, parents, and volunteers.
- Must have the ability to work as a team member with other staff personnel.
- Must have excellent interpersonal and communication skills.
- Requires good clerical and computer skills.
- Bilingual (English/ Spanish) preferred.

EDUCATION AND QUALIFICATIONS REQUIRED:

- Education and experience in faith formation and relational youth ministry in a parish or school setting
- Previous experience working with youth (especially grades 6-12), including planning and implementing youth events.
- High school diploma with 2 years college preferred, basic computer skills (Word, Excel, PowerPoint)
- Completion or in the process of Diocesan Certification through the Ministry Formation institute (MFI) and willingness to continue their ongoing formation.
- Understanding of and commitment to the teachings and values of the Roman Catholic Church
- Passionate to empower young people to live as disciples of Jesus Christ in our world today.
- Must exhibit competence in age-appropriate instructional methods.
- Must have ability to work well with people, to give clear directions, and to adapt to changing conditions.
- Effective communication, interpersonal and group facilitation skills—adept in oral and written presentation.
- Experience with social media platforms such as Instagram and event marketing is a plus.
- Collaborative management style including the ability to work well with staff and volunteers.
- Ability to foster and maintain appropriate boundaries and always conduct oneself in a courteous and professional manner.

PHYSICAL REQUIREMENTS:

Standing, walking, sitting, lifting, carrying, pushing, pulling, climbing, hearing, speaking, seeing, reaching, repetitive hand/finger movements.

Interested Candidate please send your resume to:

Sacred Heart Church
Attn: LaQuita Baker | laQuita.g@sacredheartrc.org
12704 Foothill Blvd.
Rancho Cucamonga, CA 91739

The Diocese of San Bernardino is an Equal Opportunity Employer.