

## **Confirmation and Youth Ministry Coordinator**

**St. Joseph, Upland, Ca.**

**35 hrs. / Week – (Range: \$20.08 – \$22.50 / Hour)**

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 following information is intended to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

### **POSITION SUMMARY**

Responsible for all aspects of formation and preparation of teens for the sacrament of Confirmation.

Responsible for developing and implementing a comprehensive program for parish youth and young adults that fosters commitment to the faith and participation in the life, mission and work of the church community.

### **ESSENTIAL FUNCTIONS**

- Plans, organizes and implements youth and young adult programs, events and activities
- Develop and manage calendar of events and activities that address the spiritual, social and service needs
- Organize and plan retreats
- Develop appropriate curriculum for high school Confirmation
- Recruit and trains catechists, junior high, high school and young adult leaders
- Oversee Liturgy and Rites with Confirmation candidates
- Conduct meetings with parents and sponsors
- Organize parent faith experience for families with the program
- Maintains accurate records/files and ensure ongoing compliance with Diocesan requirements
- Manage and update social media platforms, parish website, bulletin and Flock note announcements
- Create and work within a budget
- Coordinate and organize fundraising opportunities for retreats and other events
- Develop partnerships with local young adult groups, diocesan events and regional opportunity to expand opportunities for young adult engagement
- Keeps the parish community informed of the youth and young adult ministry activities and goals
- Implement and ensure compliance with Diocesan Safe Environment Policies and required report procedures
- Acts as an advocate for on behalf of the youth and young adults before the Church and the community
- Attend weekly staff meetings and Diocesan meeting, trainings and workshops
- Other duties as assigned.

### **QUALIFICATION GUIDELINES:**

- Must be a practicing Catholic in good standing with the Church
- Must have a thorough knowledge of Catholic theology, doctrine and catechesis
- PMFP Certificate (or be in the process of completing or be willing to enroll within 6 months of hiring)
- Preferable degree in Pastoral/Youth Ministry Certification, Religious Education or a CMFP Diocesan Formation preferred
- Must have an understanding of youth and young adult culture and sociability
- Counseling and crisis intervention skills preferred
- Requires good organizational and strong interpersonal skills.
- Ability to communicate effectively with parishioners, volunteers, parents and youth
- Must have ability to interact professionally with all employees and people coming into the parish
- Must have ability to work in a multi-cultural environment
- Must be bilingual and bi-literate in English and Spanish
- Must have proficiency in email/internet, and computer software: Office systems (Word, Outlook calendar, Excel, Power Point and Publisher); and social media, Facebook, Instagram, etc.

### **PHYSICAL REQUIREMENTS:**

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

St. Joseph Catholic Church  
877 N Campus Ave  
Upland, CA 91786

**Attn:** Christina Berry  
**Email:** [CBerry@sbdioocese.org](mailto:CBerry@sbdioocese.org)

**The Diocese of San Bernardino is an Equal Opportunity**