

Youth Ministry/Confirmation Coordinator
St. Frances Xavier Cabrini Church, Yucaipa
\$18.70-\$20.50 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. Frances Xavier Cabrini is a family of Christian believers filled 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 and 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 gathering. Oversees the youth ministry program from 7th grade to 12th grade. This includes the support in the Confirmation program, which begins in the 9th grade and immediate preparation for the Sacrament of Confirmation in the 10th grade.

Responsibilities Include, But Are Not Limited To:

- Oversees and directs the overall youth ministry program to include the confirmation program.
- Facilitates Virtus and safe environment for Catechists & Young Adults
- Develops close communication with and mutual support from 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 Youth Ministers on a monthly basis and monthly pastoral council meetings
- Maintains annual monetary budget.
- Supervises and coordinates scheduling of youth events and activities
- Create opportunities of involvement in community service projects
- Publish Youth Ministry newsletter.
- Maintains communication with the Office of Ministry with Young Catholics
- Works with the Coordinator of Faith Formation to ensure Confirmation program. Properly prepares candidates for the Sacrament of Confirmation.
- Attends Confirmation gatherings.
- Participate in parish events as needed (ie, Trunk or Treat etc.)
- Be present in Hospitality celebrations for Catechists
- Maintain communication with parents and Catechists
- Assist Religious Ed Coordinator with data entry and distributing mail to parents and Catechists as needed.
- Other duties as assigned

Qualifications Guidelines

- Completion of PMFP
- Certification in Youth Ministry
- Must be able to multi-task have the ability to interact in a professional and pastoral manner
- Must have the ability to work in a multi-cultural environment
- Bilingual in English and Spanish desired
- Must be computer literate in Word, Power Point and Publisher
- Active member of a Roman Catholic parish faith community
- 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:

St. Frances Xavier Cabrini Church, Yucaipa

Luz Lara at llara@sfx.org

Or Call (909) 797-2533

The Diocese of San Bernardino is an Equal Opportunity Employer.