

YOUTH CONFIRMATION COORDINATOR

Holy Innocents Catholic Parish

Part-time

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Develop goals, objectives and strategies for the effectiveness of the High School faith formation and Confirmation Sacramental Preparation Program.
- Develop and design the sacramental catechetical program which meets the needs of the parish community.
- Assist in recruiting and on-going training of catechists.
- Develop individualized programs for parishioners with special religious education needs.
- Obtain resources (AV, parish, library, textbooks, and liturgy materials) which complement the catechetical efforts in the parish.
- Coordinate liturgical/sacramental functions and varied prayer experiences.
- Attend the Diocesan Youth Confirmation night of information meeting concerning the planning for Youth Confirmation.
- Responsible for preparing booklets for Confirmation.
- Coordinate with Director of Catechetical of program on a regular basis to elicit further information regarding evaluation and future planning.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Knowledge of theology, program development and Catechist formation.
- Must be bilingual and bi-literate in English and Spanish
- Must be a certified catechists with at least three years of teaching experience and some credits/ or service in the following areas: administration, educational methods, supervision, and catechetics.
- A Master Catechist certificate is desirable.
- Must be available for evening and weekend work.

Qualified candidates, please send resume with cover letter to:

Holy Innocents Parish
Attn: Rev. Patrick Travers
13230 El Evado Rd.
Victorville, CA 92392
Fax: (760) 955-2100