

Job Description for a Confirmation Coordinator at the Parish Level

Confirmation Coordinator Reports to: Pastor

Part Time _____ hours per week or

Full-time: 37.5 hours per week

The Confirmation Coordinator oversees the preparation of parish youth for the sacrament of Confirmation and works in collaboration with the parish pastor and youth minister to complete the candidate's preparation.

Requirements:

Developing a two year curriculum using the archdiocesan approved textbooks with the first year being an overview of the Catholic faith and the second year immediate preparation for the sacrament

Follow the Guidelines for Confirmation of the Archdiocese of San Francisco

Administer the NCEA-IFG-ACRE Assessment on the faith to all first year students and work within the curriculum information in which the candidates are not proficient

Recruiting and train with the basic catechist formation of the California Catholic Bishops the catechists and volunteers and supervisor their work.

See that all staff receive yearly interviews, has a job description and a budget for their specific jobs

Coordinating a team for the confirmation retreats and ceremony

Prepare guidelines on Confirmation to share with parents and sponsors and provide instruction on the sacrament for them

See that sacramental records are up to date and maintained as well as issuing parish certificated

Coordinate service projects and display - Coordinate confirmation retreat

Prepare candidates lacking Baptism or First Communion, either through extra classes or through RCIC with the RE Director

Coordinate with the parish staff, the parish calendar and attend parish staff meetings

Maintain a welcoming demeanor focused on service to others and the role of evangelization to all who come

Be committed to one's own personal and professional growth

Qualifications

Baptized member of a Catholic faith community in good standing

Degree in theology, catechesis or other relevant field

Proven experience in a role with similar or related job duties

Excellent interpersonal skills and positive demeanor

Proficient oral and written communication skills

The ability to speak and write Spanish is preferred