

CONTRACT COORDINATOR OF YOUTH

Holy Name of Jesus Parish
Essex, Ontario

JOB RESPONSIBILITIES

1. Coordinate and implement current Life Teen (High School), EDGE (Grades 6-8), QUEST (Grades 3-5) and the bi-weekly Life Teen Mass.
2. COR – offer support to the steering committee of St. Michael's & Holy Name of Jesus for two COR retreats (normally held in Essex).
3. Coordinate the annual Steubenville in Ohio youth conference and all the fundraising associated with it for Summer 2020.
4. Summer Vacation Bible School – order program material and set up coordinators for August 2020.
5. Update all social medias daily – Facebook, Instagram, etc.
6. Confirmation – conduct the Confirmation preparation of Grade 8 students includes registration of candidates and parent meetings.
7. Liaison with Holy Name School – shared with Pastor.
8. First Communion and First Reconciliation – support Pastor and Grade 2 teachers with preparation and celebrations includes registration forms and parent meeting.
9. Meetings – weekly team meetings
10. Parish Council as ex-officio when requested.
11. Monthly presence at weekend Masses other than Life Teen. Reading of announcements, etc.

Note: Most of these meetings and programs take place during evening hours.