

# **St. Paul's Church**

## **Job Description**

### **Youth Group/Confirmation Minister**

**Status:** Part time, 15-20 hours per week, Non-exempt

**Reports to:** Pastor

- **Primary Objective:** Collaborates with the pastor and other staff in implementing the mission of the parish, through the comprehensive planning and implementation of the parish Youth & Confirmation programs.

#### **Youth Ministry Responsibilities:**

- Developing a systematic and intentional plan for adolescent catechesis that utilizes a creative variety of formats & settings
- Fostering the involvement of young people in the general life of the parish, including serving on various parish committees and being involved in parish activities.
- Collect fees (if applicable) and maintain records
- Serving as the liaison with the diocesan office of youth ministry and their programs, services and resources

#### **Confirmation Preparation Responsibilities**

- Coordinate and implement Diocesan/parish Confirmation Prep program
- Prepare, organize and present Confirmation workshops (if applicable)
- Prepares candidates for Confirmation ceremony
- Attends and assists Confirmation ceremony (date scheduled by the Diocese)
- Forwards Confirmation records to parish Administrative Assistant to update the Sacramental books and database
- Collect fees and update billing records
- Prepare mailings (scheduling, billing, general info) as needed
- Purchase supplies & textbooks
- Works in conjunction with Religious Ed Coordinator to maintain transition from SOR/ Sacraments to Confirmation.

#### **Staff/Faith Formation Responsibilities**

- Attend regular staff meetings
- Collaborate with pastoral staff on ministries and programs that cross age boundaries
- As a member of the staff Faith Formation team, collaborates in catechesis of entire parish, including providing CASE training to volunteers
- Serve as the liaison with the pastor, parish staff and the parish pastoral council

#### **Qualifications**

- Active member of a Roman Catholic parish faith community.
- Applicant should (minimally) be certified as a Catechetical Leader (or be enrolled in the Diocesan Certification program), but preferably have a Bachelor's or Master's Degree in Theology, Pastoral Ministry, and/or Religious Education.
- Completion of CASE training and background check