

Coordinator of Confirmation and Youth/Young Adult Minister Saint Martha Catholic Church, Murrieta

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.

ESSENTIAL FUNCTIONS INCLUDE, BUT ARE NOT LIMITED TO:

- Responsible for all aspects of formation and preparation of teenagers for the Sacrament of Confirmation and Youth and Young Adult ministry affairs, events, and activities.
- The Coordinator of Confirmation and Youth/Young Adult Minister is a member of the parish staff and is supervised by the Director of Religious Education and the Pastor.
- Plan, develop and implement events and activities related to service and spiritual development of youth and young adults.
- Supervises and coordinates scheduling of youth & young adult events and activities.
- Work with team/volunteers to implement catechesis and holistic formation for high school aged youth, with a focus on Confirmation preparation requirements.
- Plan, coordinate and implement regular Confirmation classes/events.
- Present Catholic teachings in an engaging manner, faithful to Church teaching.
- Coordinate and lead Confirmation retreats and other events/retreats/conferences, both onsite and offsite, as needed.
- Assure adequate supervision of minors during the entire time they are on the parish premises (or offsite locations for approved retreats/events) and ensure maintenance and safety of premises according to parish procedures.
- Recruit, train, and supervise volunteers to engage and lead students and youth in compliance with Safe Environment policies.
- Recruit and provide ongoing formation for candidates in the role of catechist, core team members, presenters, retreat team, and other volunteers, as needed.
- Promotes greater participation of youth & young adults in parish life.
- Provide ongoing spiritual formation for young people, parents and volunteers.
- Provides regular opportunities for communal, familial, and/or personal spiritual encounters and growth through Bible studies, Life Nights, XLT's, young adult gatherings, prayer experiences, etc.
- Collaborate with Middle School Coordinator towards the implementation of ongoing middle school classes and activities.
- Collaborate with Religious Education staff regarding administrative duties, registration, data entry and systems, records on student enrollment, attendance, sacramental requirements, and other clerical/office duties, as needed.
- Prepare annual budget and oversee expenditures in collaboration with Business Administrator and Pastor in order to ensure appropriate stewardship of funds.
- Take responsibility for his/her own professional and spiritual development by enrolling in formation opportunities and attending workshops related to responsibilities with approval from supervisor and/or Pastor.
- Provide VIRTUS training in compliance with diocesan policies and complete and submit reports, in collaboration with Religious Education VIRTUS reports.
- Assist in maintaining records and files, especially pertaining to Confirmation/Sacraments.
- Attend Vicariate and Diocesan meetings, as needed, in order to maintain a liaison with Diocesan offices/organizations and adhere to diocesan policies and requirements.
- Other duties as assigned.

SKILLS & EXPERIENCE REQUIRED

- Must be a practicing Catholic and fully able to participate in sacramental life.
- Adheres to all Catholic teaching including, but not limited to: Sunday Mass participation, personal and public virtue and morality, and Catholic Social Teaching.
- Completion of Bachelor's Degree. Preferred field of study in Theology, Religious Education or related field.
- Minimum of 5 years experience in Youth and Youth Adult Ministry, with experience in Confirmation and general Religious Education also preferred.
- Strong communication skills; conflict resolution skills; organizational, planning, and implementation skills; interpersonal and collaborative skills.
- Must have strong presentation skills and be able to dynamically present Catholic teaching in large and small group settings.
- Must be knowledgeable in safe work procedures and practices.
- Must have ability to interact professionally and pastorally with all employees and people coming onto the parish grounds.
- Must have ability to work in a multicultural environment, and be multiculturally sensitive.
- Must be detail orientated.
- Must be knowledgeable in basic computer software and Microsoft Office systems, social media, and other necessary marketing/promotional tools.
- Must be available to work flexible hours as necessary, including evenings and weekends.
- Bilingual (English/Spanish) strongly preferred, but not required.

PHYSICAL REQUIREMENTS

Includes but not limited to standing, sitting, kneeling, bending at the waist, stooping, walking, running, and driving. Lifting and carrying in excess of 30-40lbs if necessary. Position requires utilizing PC, including reading the screen and utilization of keyboard.

Interested candidates please forward your resume and salary requirements to:
St. Martha Catholic Church

Attn: Sandra Duarte

37200 Whitewood Road, Murrieta, CA 92563

email: sduarte@sbdiocese.org phone: (951) 698-8180

The Diocese of San Bernardino is an Equal Opportunity Employer.