

CONFIRMATION & YOUTH MINISTRY COORDINATOR

St. Catherine of Alexandria, Temecula

Part Time: 15 hours per week. Pay Range: \$20.00-\$22.00

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.

POSITION SUMMARY:

The Confirmation & Youth Ministry Coordinator coordinates Confirmation preparation and youth ministry activities, including faith formation, retreats, service opportunities, and special events. This position works with youth, families, catechists, volunteers, and parish staff to foster a welcoming and faith-filled environment rooted in Catholic teaching.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Coordinate the parish's two-year Confirmation program, including faith formation, orientations, sponsor requirements, service projects, retreats, and sacramental celebrations.
- Plan and coordinate Youth Ministry activities, including youth gatherings, service opportunities, retreats, devotionals, rallies, and special events.
- Recruit, train, schedule, and support catechists and volunteers in accordance with Diocesan Safe Environment and Youth Protection requirements.
- Develop positive and supportive relationships with youth, parents, volunteers, clergy, parish staff, and the parish community.
- Maintain accurate student registrations, attendance, sacramental records, rosters, forms, and required compliance documentation.
- Coordinate program calendars, communications, facilities, materials, and event logistics.
- Encourage youth participation and foster a welcoming, faith-filled environment rooted in Catholic teaching and values.
- Collaborate with the Director of Catechetical Ministry and parish team to support and strengthen lifelong faith formation.

QUALIFICATION GUIDELINES:

- High school diploma required; two years of college preferred.
- 3+ years of Confirmation Catechist experience required.
- MFI and/or ministry certification.
- Knowledge of Catholic theology and Church/Diocesan practices.
- Bilingual and bi-literate English/Spanish preferred.
- Strong organizational, communication, and leadership skills.
- ParishSOFT and Microsoft Office experience preferred.
- Ability to work collaboratively with youth, families, clergy, staff, and volunteers.
- Ability to maintain confidentiality and follow Diocesan policies.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting, and carrying up to 25 lbs., pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please send your cover letter and resume to:

Attn: Eileen Salazar

Email: esalazar@sbdioocese.org

The Diocese of San Bernardino is an Equal Opportunity Employer.