



**St. Philip Neri Catholic Church
Teen Sacramental Coordinator
Job Description
Revised: March 2024**

Summary

Provides leadership and support to teens of the parish through preparing them for the Sacrament of Confirmation. Assists Confirmation teens in the development of their faith life through the beliefs and teachings of the Catholic Church while promoting stewardship, prayer and active participation as members of our faith community.

Reporting Relationships

Reports to the Director of Formation and Evangelization and Pastor. Works collaboratively with the Formation Department.

Employment Status

Part-time, up to 20 hours, no benefits
Days and Hours are flexible to allow for Youth Activities

Responsibilities of Teen Sacramental Coordinator

The primary duties of the Teen Sacramental Coordinator include the following:

- Sets annual goals and objectives for Confirmation Preparation
- Builds personal relationships with the teens
- Support and nurture Confirmation Candidates
- Evaluates the Confirmation program yearly to improve the fruitfulness and makes needed adjustments
- Hosts Confirmation information meetings for parents throughout the summer
- Assists parents with registration for the Confirmation program
- Recruits, oversees, and trains the small group leaders
- Leads small group leaders in executing the program and meeting the needs of the Confirmation Teen
- Acts as primary support for small group leaders by providing resources, supplies, directions, and anything else required for the sessions
- Provides resources to parents on a regular basis
- Provides formation opportunities for parents so they can learn alongside their teens
- Plans volunteer opportunities for the teens to serve in the parish and community
- Collaborates with other ministries to get teens involved
- Plans, organizes, and executes the Confirmation Retreat
- Improves the current program by offering alternative resources and creative ideas to the small group leaders
- Prepares the binders for the year as well as the small group boxes on a weekly basis
- Attends all the Confirmation Sessions on Sundays and Wednesdays
- Provides listening, advice, and referrals to youth and parents

- Publicizes and promotes the program.
- Maintains & updates Confirmation section in the bulletin.
- Helps teens meet all the expectations and requirements for Confirmation laid out by the Diocese
- Maintains all paperwork, sponsor forms, Saint projects, hours, and other forms throughout the ministry and follows-up on a regular basis for missing items
- Coordinates the Confirmation Mass Liturgy
- Prepares any teens missing Baptism, Holy Eucharist through individual meetings, RCIT, or a small group (for the Coordinator to discern best action based on the teen)
- Provide for social media communications with youth
- Keeps parish community informed of Confirmation
- Records all necessary Sacramental information
- Maintains necessary registrations, office and program records
- Advises, communicates, and cooperates with other parish and diocesan organizations
- Keeps informed through attendance at diocesan and deanery youth ministry meetings, workshops and conferences, and regular reading
- On an as needed basis, provide assistance and support to others, including co-workers, volunteers, parishioners and visitors to Parish Office
- Adhere to all Diocesan policies and procedures
- Work with the Finance Director to establish an annual budget
- Attend monthly staff meetings

Education

- High school diploma or equivalent required
- Safe Haven training required

Experience

- Minimum of three years experience in Catholic Youth programs, serving as a leader or volunteer assistant

Key Competencies

- Passion for working with teens and young adults
- Strong person of faith with a keen knowledge of the teaching of the Catholic Church
- Practicing Catholic
- Positive interpersonal and communication skills for interacting with co-workers, volunteers, parishioners and visitors to the Parish Office, with these skills also vitally necessary for interaction with children of all ages and their parents
- Ability to work as a team with others, including but not limited to, all co-workers, volunteers and parishioners
- Exceptional forethought in thinking ahead of what needs to be done for the ministries.
- Experience in training volunteers.
- Experience in organizing a retreat.
- Desire to continually improve the programs at St. Philip Neri.
- Ability to collaborate with parents and to discern when to be flexible and when to hold fast
- Ability to maintain confidentiality at all times
- Excellent verbal and written communication skills
- Ability to navigate responsible social media communications

- Ability to multitask within a dynamic office setting
- Attention to detail
- Competence with MS Office
- Competence with, or ability to learn, selected capabilities of Servant Keeper
- Ability to schedule and coordinate multiple programs
- Active participant in the community life of the Catholic Church
- Enthusiasm for program ministry

Physical Requirements

- Ability to participate in physical youth activities
- Ability to be present during Confirmation Sessions, volunteer opportunities, and Retreat

Note

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They should not be construed as an exhaustive list of all required responsibilities, duties and skills. Personnel may be required to perform duties outside of their normal responsibilities as needed and directed by the Pastor and/or Business Manager.

Disclaimer

Nothing in this job description should be construed as an offer or guarantee of employment. Furthermore, St. Philip Neri Church or the Diocese of Charleston can terminate the employer-contractor relationship at any time for any reason. As such, this relationship implies no guaranteed or contractual obligation unless specified otherwise in a written contract

By signing, I understand the requirements and employment terms of this position and state that I am capable and willing to perform the duties as assigned.

Signature

Date