



# ARCHDIOCESE OF PORTLAND IN OREGON

*Human Resources*

## **POSITION TITLE: Youth Minister / Confirmation Coordinator**

**Opening Date:** May 1, 2018

**Location of Job:** Immaculate Conception Church

**Location Address:** 1035 N Sixth Avenue, Stayton, OR 97383

**Position Summary:** To foster the total personal and spiritual growth of young adults, to empower them to live as disciples of Jesus Christ in today's world, and to draw them into responsible participation in the life, mission, and work of the Catholic faith community. Provides leadership in the design, implementation and evaluation of the youth ministry program for youth and young adults within the church community. Coordinates the spiritual, educational, ministerial and social activities of youth and young adults within the Vicariate Church Community, including confirmation preparation.

### **Job Duties:**

1. Works with the vicar, vicariate pastors, youth board, volunteers, and with other staff members to integrate youth into active participation in parish life
2. Oversees regular weekly Life Teen Model Faith Formation Program for 6th-12th grade students, including a Life Teen Mass
3. Plans, develops, and leads the confirmation program and secures necessary texts and materials
4. Observes national and Archdiocesan guidelines regarding youth ministry and religious education policies
5. Coordinates and maintains a calendar of youth program activities with the calendars of the parishes, vicariate and Archdiocese
6. Recruits and trains adult volunteers to help with the youth program and assist as catechists in their faith formation
7. Selects and trains youth as leaders and peer ministers for the youth program

8. Provides for the faith formation of all volunteers
9. Assures parents are invited, involved, trained, and supported as their children prepare for confirmation
10. Keeps parents informed of youth ministry events and opportunities
11. Prepares and submits an annual youth ministry budget that is consistent with the planned youth program to the vicar for approval
12. Monitors expenditures against the approved budget and organizes fund raising events as needed to help supplement the cost of program activities/events
13. Collaborates with the DRE in developing a structured religious education program
14. Promotes active youth participation within parish liturgical life
15. Responsible for the planning, implementation, and evaluation of the vicariate program for youth that is consistent with the parish mission statement,
16. Involves opportunities for spiritual, service, and social activities with emphasis on faith formation
17. Plans and organizes liturgical celebrations, service projects, retreats, and social functions for the program participants, in particular the Steubenville Conference
18. Maintains a visible presence at major church events
19. Networks with youth ministers in the region and Archdiocese to plan combined events and share resources
20. Participates in Archdiocesan opportunities for developing youth ministry skills
21. Attends Archdiocesan youth events with parish youth
22. Tends to own spiritual growth through prayer life and retreats
23. Maintains a strict level of confidentiality on all matters relating to vicariate business
24. Maintains accurate sacramental records

**Skills / Education:**

1. Proven ability in organizational and communications skills and an understanding of adolescent faith development
2. Must be able to prioritize workload to meet program requirements
3. Ability to work both independently and as a member of a pastoral team
4. Must be flexible, creative, and responsible
5. Active member of a Roman Catholic faith community
6. Practical experience working with youth
7. Demonstrated commitment to youth (grades 6-12) and ability to work with them and their families
8. Certification for Youth Ministry from the Archdiocese or equivalent education preferred
9. Degree in Pastoral Ministry (Theology) and two to four years' experience with youth programs in a parish preferred
10. Practicing Catholic required

11. Valid driver's license required
12. Current CPR and/or First Aid Card preferred

**To apply, please send resume and cover letter to:  
Burmah Martin at [busmgr@immacstayton.org](mailto:busmgr@immacstayton.org)**