



Faith Formation Commission  
**Confirmation Preparation Coordinator**  
**Position Description**

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**Reports To:**

Faith Formation Commission Chair

**Ministry Purpose / Objective:**

To provide an enriching sacramental experience for the people of Immaculate Conception Church preparing for the Confirmation of a high school age child in accordance with the *General Catechetical Directory*, *National Catechetical Directory*, *The 1983 Code of Canon Law*, diocesan and parish guidelines and to promote household involvement.

**General Responsibilities of All Ministry Coordinators:**

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with ministry guidelines and General Parish Procedures, especially facility usage.
- Coordinates with Office Manager for dates when utilizing any parish facility.
- Maintains updated participant records including phone numbers and email addresses.
- Recruits new ministry members, using bulletin announcements, Gathering Area Monitor, etc.
- Confirms with parish secretary that volunteer is a registered member of Immaculate Conception before an individual joins the ministry.
- Responds to inquiries from prospective ministers, (verbal, email, telephone, Time & Talent sheets, interest sheet on back of registration form) regarding your ministry within ten business days.
- Maintains accurate records to provide ministry specific input for (see templates):
  - Quarterly Stewardship Bulletin Report
  - Annual Stewardship Report
  - Prepare documentation for this ministry's budget
  - Ministry Strengths and Area of Growth
  - Ministry successes
- Writes and submits bulletin articles and when appropriate, a thank you for the bulletin, especially after special events, giving a full accounting of number of participants, items collected, etc.
- Keeps the Commission Chair advised of needs, issues, and positive experiences so they can be incorporated into the planning process.
- Presents ministry in a positive light at all times.

### **Responsibilities of Confirmation Preparation Coordinator:**

- Communicates with Youth Minister departmental concerns, as well as the challenges/successes and direction of the program.
- Recruits Volunteers for:
  - Stewardship opportunity coordination
  - Record Keeping
  - Catechists
- Assists with the preparation of a budget and calendar for department programs.
- Submits all required attendance and supply request forms. See prerequisite forms for Confirmation in binder.
- Arranges for any required interviews, minor rites, etc.
- Participates in ongoing formation at the diocesan, deanery, and/or parish level.
- Assists catechists and other personnel and arranges for meetings as needed.
- Attends regular meetings with the Youth Minister.
- Consults Youth Minister for direction of the program.
- Adheres to all guidelines required of catechists.

### **Special Activities:**

- Hosts an orientation/training session for new ministers.
- Annual parish Leadership training.
- Commissions/Stewardship weekends.
- Ongoing formation opportunities

### **Meetings:**

- All Commission meetings.
- Formation sessions offered through the parish and deanery and diocesan opportunities for personal development.
- Parent meeting: one at beginning of year.
- Classroom sessions meet as follows:
  - Alternate weeks September-April, 2 hours.

### **Time Commitment and Frequency:**

Time to be allotted to the Following Tasks:

- |                             |                                     |
|-----------------------------|-------------------------------------|
| • Parent Meeting            | Average Time (may vary):<br>2 hours |
| • Planning & Administrative | 2 hours/month                       |
| • Annual Retreat            | 6 hours/year                        |
| • Rite                      | 4 hours/year                        |

### **Expected Length of Commitment:**

Two years, and may be extended by one year with a maximum term of three years.

### **Qualifications Required:**

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Organizational skills.
- Communication skills.
- Submit the Diocese of Raleigh Application for Volunteers, a background check, and attend Safe Environment Training.
- Regularly attends faith formation sessions.
- Knows and supports the “four pillars” of catechesis: Creed, Sacraments, Christian Life and Prayer.
- Demonstrates a concern for ongoing personal growth through study of scripture, the Church’s doctrinal and moral teaching.
- Demonstrates interest in the parish community, the staff, and volunteering in ICC.

**Confirmation Preparation Coordinator Resource(s): Assistant Coordinator**

- Assists the Coordinator and prepares to take over his/her responsibilities at the end of coordinator’s term.
- Is familiar with General Parish Procedures and scheduling procedures.
- Attends orientations for new ministers (to get to know them).



## Faith Formation Commission

# Confirmation Preparation Coordinator Task List

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### General Tasks:

- Recruits new members
- Maintains member list and advises secretary of any changes to ministers' records (phone number, email, address).
- Conducts training sessions during the course of the year.
  - Ensures training dates and times are on the parish calendar.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Reviews and updates ministry guidelines yearly.
- Performs regular ministry duties in accordance with the Ministry Guidelines.
- Participates in Commissions/Stewardship Weekends.
- Evaluates the ministry yearly, (What worked well? What didn't work well? What needs to be done differently?)

### Additional Tasks:

- Set Confirmation Preparation Curriculum in consultation with the Youth Minister.
- Organize and coordinate a list of Stewardship Opportunities for the youth to participate with.
- Set deadlines for required paperwork and activities.
- Confirm with Pastor dates and times of Candidate Interviews.
- Update Parent Handouts with correct dates and information.
- Conduct one parent meeting in September.
- Prepare a folder for each Candidate for maintaining their paperwork and progress.
- Follow-up on missing or outstanding paperwork as needed with a letter and phone call, documenting both in each Youth's folder.
- Follow-up on any absences as needed with a letter and phone call documenting both in each Youth's folder.
- Coordinate with Youth Minister to schedule date for the Morning of Reflection/Retreat.
- Attend Confirmation Morning of Reflection/Retreat.
- Turn in a list of Candidate names to the coordinator hosting the Deanery Celebration of Confirmation for the program.
- Contact Social Committee for volunteers to help with the reception after the Confirmation Liturgy.

- Turn in names of Candidates to the Parish Secretary to run an insert in the bulletin the weekend of Confirmation and to prepare certificates.
- Contact Director of Liturgy for appropriate intercessions to be read the weekend of Confirmation.
- Order gifts to be distributed at the Confirmation Rehearsal.
- Contact Confirmation Rehearsal coordinator to determine needs and duties for the rehearsal.
- Attend Confirmation Rehearsal.
- Attend Confirmation Liturgy.