



Now Hiring Christ the King Parish Confirmation Coordinator (Part-time)

Position Summary

Christ the King Catholic Parish is a dynamic family-centered community of missionary disciples seeking to make Gospel impact in and around Toledo (OH). We encounter Christ Jesus as our Lord and King through our spirited celebration of the Holy Sacraments, continuous growth in understanding and practice of the Catholic Faith and personal development of meaningful relationships that inspire a generous and joyful Christian community.

The parish Confirmation Coordinator is a part-time position (approximately 8 – 10 hours per week, September – April) that manages the sacramental preparation for 8th grade students up to and including their reception of the Sacrament of Confirmation.

Primary Duties and Responsibilities

- Shares parish vision with the students, sponsors and parents to help advance the renewal of the whole parish
- Identifies, raises up and develops adult volunteers to assist with catechetical sessions and other sacramental preparation events
- Facilitates a disciple making approach to ministry leadership that helps students (and parents) at different places of faith to experience an on-going encounter with Jesus
- Develops, implements and evaluates theological curriculum for catechetical sessions, along with learning and practicing the spiritual and corporal works of mercy
- Establishes healthy relationships with students, shaping Confirmation preparation as family ministry and, ultimately, seeking to spur greater understanding and practice of the Catholic Faith in the home
- Helps youth grow and develop their God-given skills, gifts (charisms) and leadership abilities and helping students grow through prayer, service, and the spiritual and corporal works of mercy
- Manages budget and oversees administration of all Confirmation preparation events and responsibilities

Qualifications

- Is a fully initiated, active member of the Catholic Church in good standing and striving to live the faith
- Demonstrates strong communication skills; able to work well with teens and parents and can keep parents, students, sponsors, volunteers, and staff well-informed
- Understands basic Catholic theology, Sacred Scripture, and sacramental preparation
- Is a strong team player, eager and able to work cooperatively with parish and parochial school staff and also adult volunteers
- Works cooperatively with the parish Protecting Youth Compliance Officer to ensure required personnel and adult volunteers meet all diocesan regulations

If interested, please contact Octavia Wayton, Director of Finance and Human Relations at owayton@cktoledo.org or call the Parish Office at 419-475-4348, Ext 108.

