
POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Position Title: Confirmation Core Team
Status: Volunteer
Reports to: Director of Student & Young Adult Ministries

II. PRIMARY FUNCTION OF THE POSITION

- A. Lead teens closer to Christ by helping high school students to Meet Christ, Know Christ, Love Christ, and Serve Christ in order for them to prepare to receive the Sacrament of Confirmation.
 - 1. Lead a Confirmation small group using the *Chosen* Confirmation Resources. Promote Life Teen to parish and community teens.
 - 2. Be an effective relational minister. Take time to get to know and pray for the teens and what is going on in their life.
 - 3. Plan and implement a small group service project with approval from the Director of Student & Young Adult Ministries.
 - 4. Actively keep track of group's attendance, assisting candidates in making alternative plans if they cannot attend a session, help candidates select a saint name and a sponsor, push teens to reflect on their service experiences at a deeper level, and help remind them to turn in different paperwork throughout the year.
- B. Be a role model of a disciple to the teens. This means attending Mass weekly, participate in the Sacraments regularly, and having a daily prayer life. When possible, attend the 6:00 p.m. Mass.
- C. With other core members attend community events to support our teens, see them with their friends, and to invite them and their friends to upcoming EDGE nights and other ministries.
- D. Frequently attend Monthly Core Team Gatherings for fellowship with other core members, to pray for our teens and ministry, and to individually grow in your faith.

III. SECONDARY FUNCTION OF THE POSITION

- A. Advocate for the teens at different parish functions.
- B. Promote Life Teen (Edge, Ignite, small groups, retreats, camp, mission trips, student leadership teams, and Confirmation) and our discipleship process to current and prospective parish families. Also help communicate ministry updates and upcoming events via personal invites and social media.
- C. Help keep the Life Teen master calendar accurate by working with the staff to get events on the calendar and updated when necessary.
- D. Help recruit and support adults to be leaders in parish student ministries.
- E. Other responsibilities as requested by the Director of Student & Young Adult Ministries and/or the Pastor.

III. POSITION SPECIFICATIONS

A. QUALIFICATIONS

- 1. Must be a practicing Roman Catholic.
- 2. Must complete the Archdiocese of Milwaukee "Safeguarding All of God's Family" program requirements.

B. ABILITIES & SKILLS

- 1. Must have good organizational skills.
- 2. Must be able to work well with high school students.

C. WORKING ENVIRONMENT

- 1. This position entails Sunday and evening hours.
- 2. Volunteer position (2-4 hours a week), one to two days a week. (Averages to 10 hours a month).