



St. Mary of the Immaculate Conception
Muskegon, MI

Job Title

Confirmation Missionary

Job Summary

The Confirmation Missionary is a dedicated disciple who oversees and is responsible for the planning and implementation of formation and Sacramental Preparation for Confirmation for students in grades 8-12.

Responsibilities

Leadership & Development

- Recruit and train a team of faithful volunteers (adults & current highschool students)
- Lead weekly team meetings prior to the start of the session and develop the skills of team members
- Organize and lead Team Trainings (roughly quarterly)

Programming & Preparation

- Plan and facilitate weekly sessions utilizing content approved by the Director of Discipleship & Evangelization and the Pastor
- Plan and Implement the Alpha (or equivalent) Weekend/Retreat
- Plan and facilitate a proper rehearsal for Confirmation Mass
- Attend and meet students at the Confirmation Mass

Administrative

- Communicate effectively with parents using various modes of communication (i.e. email, Flocknote, calls/texts, etc.)
- Manage weekly attendance, assignments, and documents needed for sacramental record keeping
- Work with Director of Discipleship & Evangelization to develop annual calendar, budget and track expenses
- Work with parish manager ensure the safe-environment screening and compliance of all adult volunteers

Qualifications

- Catholic, in full communion with the Church
- Has missionary zeal
- Has a love for youth and a passion for discipling them
- Ability to recruit/train volunteers, work collaboratively with parents and parish staff and plan/execute formation for teens in compelling manner that leads them to a deeper love for Christ and His Church
- Excellent verbal and written communicator

- Thrives in team environments
- Self-starter with strong initiative
- Effective organizer, planner and implementer
- Mission driven
- Creative problem-solver
- Bilingual - English/Spanish Preferred, but not required

Accountability

This position reports to the Director of Discipleship & Evangelization and will meet with her minimally on a monthly basis. Performance reviews will be conducted semi-annually at the completion of each semester. This position requires routine night and weekend work.

Salary and Benefits

This position receives full tuition paid per year for the Encounter School of Ministry and a starting stipend of \$1000 (\$500 paid out at the conclusion of each semester) OR an annual stipend of \$2000 (\$1000 paid out at the conclusion of each semester).