



Confirmation Prep Lead

Ascension Parish - Sudbury & Maynard, MA

Overview

Ascension Parish is seeking an enthusiastic, faithful, and talented part-time Confirmation Prep Lead for our 8th grade students. We are excited to work with an individual who embraces our parish vision and translates it into a meaningful experience for our middle schoolers that meets them where they are on their individual journeys, inspires them to grow in their relationship with Christ, and creates a welcoming, encouraging community of friends in faith. As a part-time role, this is an excellent position for a full-time professional, student, or stay-at-home parent with the relevant skills and experience.

About Ascension Parish

Ascension Parish serves Sudbury, Maynard, and surrounding communities. We represent a vibrant and diverse community of disciples, united in our belief that the path to a better life is through Jesus Christ. We believe that knowing Jesus is the greatest gift anyone can receive, and making Him known is our joy.

Role of Class Lead

We envision classes that offer lessons and activities at a large group level accompanied by time in adult-facilitated small groups to share with each other. Classes should offer a strong curriculum centered on prayer, the Word of God, and the sacramental life of the Church.

In addition, the class will be invited to participate in Masses, parish events, and Youth Ministry activities (social and service-oriented) that instill Catholic values and strengthen our parish community as a whole. As Confirmation Prep Lead, you will be supported by in-class Small Group Leaders (adult volunteer ministers) who facilitate Small Group time and assist with activities and events throughout the year. You also will have full support of your parish staff teammates for sacramental prep, administrative, or ministry needs.

Our ideal Confirmation Prep Lead is a strong disciple of Christ with a calling to spiritually guide, support, and champion a commitment to the Catholic faith. Adept at connecting with this age group, the ideal candidate is an excellent communicator with all ages (students, parents, and volunteers/teammates), a strong leader and team player, and a well-organized, collaborative, and adaptable professional who is comfortable in a fast-paced, growing community. Our Confirmation Prep Lead works as a member of our larger Youth Ministry team and overall staff to ensure a consistent experience for our students as members of our Ascension Parish community.

Class Details

- Class Year: September-April
- Class Day/Time: Sundays, 5-6:30 pm
- Class Location: Hurley Hall at Our Lady of Fatima Church, Sudbury
- Class Frequency: Weekly

Note: These are current plans but are flexible for the right candidate

Role Details

Title: Confirmation Prep Lead (8th Grade)
Part-Time, <5 hours/week during school year for class prep/ class time plus occasional event

Reports To: Director of Parish Life

Member Of: Parish Youth Ministry Team

Responsibilities:

- Run the Confirmation Prep class and related initiatives that both catechize and evangelize our Confirmation candidates and their parents
- Build healthy and collaborative relationships with families, staff, volunteers, and teens
- Communicate swiftly, appropriately, efficiently, and professionally with parents, teens, volunteers, staff members, and others
- Contribute to all-hands-on-deck parish events and services as schedule allows
- Ensure that the appropriate safe environment protocols are followed
- Other duties as assigned

Skills & Experience

The ideal candidate will bring these professional skills and experience to the role:

- 3 years experience working with young people in professional or volunteer capacity
- Understanding of and ability to execute best practices of middle school faith formation and youth ministry (training provided as needed)
- Awareness of current trends/culture that impact our youth
- Demonstrated leadership ability to manage a classroom of young people and create successful outcomes and experiences for students, parents, volunteers, and staff
- Highly organized and able to pivot as needed to meet the needs of students, families and parish
- Outstanding communication skills with all relevant stakeholders
- BS or BA degree in a relevant program in theology, youth ministry, or education preferred

Qualities

Because we are seeking more than a set of skills and experience, the ideal candidate will demonstrate the following qualities:

- Love of the Catholic faith, knowledge and witness of the Church's teachings, and a desire to contribute to the mission of the Church

- Enthusiasm for the vision and mission of Ascension Parish
- A desire to help young people create and grow a personal relationship with Christ
- Commitment to personal spiritual growth
- Passion for leadership and driving exceptional outcomes for our youth, families, and parish
- Ability to create great experiences when working with others
- Excellent teammate
- Ability to meet students where they are on their faith journey without judgment
- Ability to make meaningful connections with young people while maintaining healthy boundaries as the adult in the relationship
- Flexible and adaptable as circumstances demand

Physical Performance Elements:

- Ability to use a computer keyboard for up to 8 hours a day
- Ability to sit for up to 8 hours a day
- Ability to lift up to 20 pounds

The duties and requirements described above are representative of those encountered during the performance of the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

To apply, please email a cover letter and resume to: pastorsoffice@theascensionparish.com