

**LANSING UNITED METHODIST CHURCH**  
**Confirmation Team Coordinator Position Description**

The primary role of a Confirmation Team Coordinator is to foster formation, practice, and growth in Christian faith within the Lansing United Methodist Church Youth Ministries programs, specifically by overseeing the process of preparing youth to become professing members of LUMC. Confirmation Team Coordinators serve under leadership and supervision of the Pastor.

**RESPONSIBILITIES:**

1. Provide faith formation opportunities for: preparing confirmants to make a personal commitment to following Christ and active engagement in Christ's Church; and helping confirmants to understand the vows of baptism they intend to live and the United Methodist Church membership covenant.
2. Carry out leadership and administrative responsibilities throughout the confirmation process, to include: holding orientation sessions with prospective confirmants and their families, establishing a calendar for confirmation events, ensuring intentional programming designed for confirmants is used, ensuring that confirmants meet with the Pastor prior to making their decision of whether to be confirmed, and assisting the Pastor with arrangements for the confirmation service.
3. Work cooperatively with and lead other ministry partners and parents in carrying out activities. Lead prayerful process for selecting mentors and prayer partners for confirmants.
4. Develop a relationship of trust and continuity with the confirmants to enhance each youth's understanding of their identity as a Beloved Child of God.
5. Maintain open communications with family members and guardians.
6. Provide a safe, welcoming, inviting and positive environment. Model polite, friendly, and courteous behavior for both youth and adults. Do not engage in physical punishment/discipline of any youth.
7. Be trained in Safe Sanctuaries policies of the Upper NY Conference and of LUMC, and covenant with LUMC to comply with those policies. For retreats or overnight events, prepare a written plan for approval by the Pastor detailing how specific requirements for those events will be carried out. Carry out training of confirmation mentors and prayer partners, detailing specific responsibilities under the Safe Sanctuaries policy.
8. Attend periodic training and education opportunities provided by LUMC to include an annual review of LUMC Safe Sanctuary policies and procedures as they apply to its ministries with youth.

**QUALIFICATIONS:**

1. A personal commitment to Christ, a growing faith, and a passion for working with youth.
2. Strong interpersonal skills interacting with youth and their families.
3. A basic understanding of youth and their needs.
4. Willingness to grow in knowledge of youth through periodic education and training opportunities.
5. Ability to adapt to a variety of situations.
6. Have had an active relationship with LUMC for at least 6 months.
7. Be at least 18 years of age and at least 5 years older than the oldest minor enrolled in the confirmation program.
8. Completion of consensual background check process.

I have read the position description for Lansing United Methodist Church Confirmation Team Coordinator and understand its contents. My signature below indicates my agreement and covenant to abide by the responsibilities set forth above.

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Signature

Date