

# Sacramental Preparation Coordinator Job Description

Status: Part-time, hourly

Hours: 25 hours per week

Benefits: Option to participate in Benefits Plan

## Job Summary

The Coordinator shall have prime responsibility, in cooperation with the Pastor and Pastoral Team to coordinate, organize and develop Sacramental Preparation for children at St. Joseph Parish. These sacraments include baptism, reconciliation, communion and confirmation.

## Responsibilities:

- Organize or lead Parent Baptismal Preparation Sessions for infant baptism.
- Organize and lead OCIA Adapted for Families.
- Organize and lead Parent Sacramental Registration and Preparation.
  - Host Sacramental Forum Meetings.
  - Manage registrations for the sacraments.
  - Conduct parent information/education nights for each sacrament.
- Parish based program - coordinate leaders and lead sessions for sacrament preparation of students not in the catholic schools.
- Coordinate Sacramental Preparation in Catholic Schools.
  - Conduct teacher workshops for teaching sacraments in classrooms of Grade 2, 3, and 6.
  - Assist with Reconciliation, Eucharist, and Confirmation rehearsals, reflections, retreats, and/or Church tours.
- Schedule and coordinate the celebrations of Baptism, Reconciliation, Eucharist, and Confirmation.
- Prepare certificates for children who have received sacraments.
- Help organize and lead reconciliation celebrations at schools.

## Qualifications and abilities:

- An active faith life in the Roman Catholic tradition.
- Ability to work collaboratively with others.
- Knowledge of the Roman Catholic teaching, especially the Catholic understanding of sacraments.
- Knowledge of the Order of Christian Initiation of Adults (OCIA).
- Ability to speak in public and lead workshops for parents and teachers.
- Basic computer skills and familiarity with online signup/scheduling programs.
- Valid Driver's License.
- Current Police Record Check and Intervention Services Check.

Salary commensurate with qualifications and experience. Resumes accepted until November 15<sup>th</sup>, 2024 at 5pm or until position is filled. Submit resume, with 3 references (including a reference from current parish priest if you are not from St. Joseph Parish) to Father Charles Duval, C.Ss.R. Resume may be submitted to the parish office or electronically to [CharlesDuval@gpcsd.ca](mailto:CharlesDuval@gpcsd.ca) .