

Baptismal Preparation Team Member

➤ Overview

Baptism is an initiation into the Paschal Mystery and life in a community of faith. The Baptismal Preparation Team Members are called to share in the Church’s teaching on the Sacrament of Baptism by preparing for the gathering, leading the preparation sessions and providing hospitality and a welcoming environment. The Baptismal Preparation Team Member shares a love for the Church, an understanding of Baptism as a Sacrament of Initiation and embodies the importance of Hospitality.

➤ Activities/Responsibilities

- Commits to the full process.
- Prepares for gatherings and catechetical sessions based on the materials provided by the parish.
- Gathers parents and godparents and leads them through sessions (during gatherings and catechetical sessions).
- Shares the faith accurately and seeks support, when necessary.
- Liaises with the Baptismal Preparation Coordinator on an ongoing basis to receive suggestions and/or feedback.
- Attends and participates in the liturgical celebrations when available.
- Is present for team meetings and training sessions as required.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

Other specifics:

➤ Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Must be at least 18 years of age.
- Has been an active member of the parish for at least 2 years.
- Is familiar with the Parish Resource provided by the Catholic Office of Religious Education.
- Possesses a good knowledge of the teachings of the Catholic Church.
- Can relate effectively and communicate clearly with others.
- Must have good presentation skills.
- Ability to facilitate meetings and group dynamics.
- In cases of emergency, knows contacts and/or procedures.

- Must be willing to participate in current and ongoing formation.

➤ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Needs to be a person of prayer.
- Has a helpful, supportive and non-threatening attitude.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Honest, dependable and can maintain strict confidentiality.
- Has a spirit of generosity and creativity.

➤ **Orientation and Training**

Training and formation provided by Baptismal Preparation Coordinator.

Workshops and Seminars provided by the Catholic Office of Religious Education (C.O.R.E.).

➤ **Participant Group**

Parents and Godparents involved in the Immediate Preparation for Baptism and other Baptismal Preparation Team Members.

➤ **Support, Supervision, and Evaluation**

The Baptismal Preparation Coordinator is the first level of support, supervision and evaluation.

➤ **Length of Ministry Appointment**

___ year term.

➤ **Benefits and Working Conditions**

Will enhance personal growth of faith.

Will further develop facilitation skills.

Opportunity to perform community service and gain experience for the purpose of school or career advancement.

This is a volunteer position requiring a time commitment of ___ hours per week/ ___ hours per month.

Must be able to attend orientation session, training sessions and regular meetings as required.

➤ **Screening Recommendations**

This is a General risk position.

Completion of a Volunteer Information Form is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

This ministry position description accurately reflects the Ministry of Baptismal Preparation

Team Member currently practiced at _____.
(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date

Prepared by: Archdiocese of Toronto