

Sacramental Preparation Coordinator

➤ Overview

The Sacraments of First Reconciliation, First Holy Communion and Confirmation are public celebrations of the Catholic faith and are of utmost importance in the life of the Church. Under the direction of the Pastor and in cooperative effort with the Pastoral Team, the Sacramental Preparation Coordinator organizes and facilitates all aspects of this Preparation process. The Sacramental Preparation Coordinator shares a love for the Church, an understanding of the Sacraments and embodies the importance of Hospitality.

➤ Activities/Responsibilities

- Commits to the full process.
- Maintains a current list of Sacramental Preparation Team Members
- Maintains contact list of children and their parents wanting to participate in the Sacramental Preparation.
- Ensures any changes in the list of Sacramental Preparation Team Members are communicated promptly to the Parish Volunteer Screening Committee.
- Implements the Sacramental Preparation process as developed in consultation with the Pastor.
- Recruits, trains, supervises and evaluates Sacrament Preparation Team Members.
- Ensures that appropriate materials are available for the program and to recommend the purchase of required resources to the Pastor.
- Collects registrations and baptismal certificates and complete all administrative work.
- Assists in setting dates and preparing for liturgies (e.g. Reconciliation service).
- Facilitates information and parent & child meetings for each sacrament.
- Ensures that a prayerful spirit prevails throughout the Preparation process.
- Is responsible for replacement of Sacrament Preparation Team Members in the event of short notice cancellation.
- Meets with families who are unable to attend meetings and/or gatherings.
- Arranges for certificates and names to be recorded in the Parish registers.
- Collaborates with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish process.
- Is responsible for the periodic evaluation of all aspects of the process.
- Attends and participates in the liturgical celebrations when available.
- Schedules and is available for all team meetings.

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 21 years of age.
- Has been an active member of the parish for at least 2 years.
- Is recognized within the parish community as a person of solid reputation.
- Is familiar with the Parish Resource provided by the Catholic Office of Religious Education.
- Formal studies or training in the area of theology, religious education or pastoral ministry is recommended.
- Should have experience in Immediate Preparation process.
- Has appropriate leadership, organizational and facilitation skills and the ability to implement programs.
- Is able to coach, delegate, foster open communication, develop team dynamics and support the gifts of others in ministry.
- 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.
- Desires to develop a deeper understanding and appreciation of the sacraments and their celebration.
- Has a helpful, supportive and non-threatening attitude.
- Honest, dependable and can maintain strict confidentiality.
- Has a willingness to work with the Pastor, Pastoral Team and Sacramental Preparation Team to ensure the ministry is conducted with efficiency, decorum and reverence.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Pays close attention to detail.
- Has a spirit of generosity.

➤ **Orientation and Training**

Training and formation provided by Pastor and/or the Archdiocese of Toronto.

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

➤ **Participant Group**

Children and their Parents involved in the Immediate Preparation for First Holy Communion, First Reconciliation and/or Confirmation, and Sacramental Preparation Team Members.

➤ **Support, Supervision, and Evaluation**

The Pastor and/or Pastoral Team are the first level of support, supervision and evaluation.

➤ **Length of Ministry Appointment**

___ year term.

➤ **Benefits and Working Conditions**

Will directly contribute to children’s spiritual development.

Will further develop leadership, training and facilitation skills.

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

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

Must be available to attend all regularly scheduled meetings.

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

➤ **Screening Recommendations**

This is a General risk position (provided that children are always accompanied by their parent(s)).

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 Sacramental Preparation Coordinator currently practiced at _____.	
(Parish Name)	

Parish Volunteer Screening Committee	
_____	_____
Pastor	Date

Prepared by: Archdiocese of Toronto