

Sacramental Preparation Team Member

➤ 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. The Sacramental Preparation Team Members are called to share in the Church’s teaching on the Sacraments by preparing for the gathering, leading the preparation sessions and providing hospitality and a welcoming environment. The Sacramental Preparation Team Member shares a love for the Church, an understanding of the Sacraments 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 the children and their parents and leads them through sessions (during parent/child gatherings and catechetical sessions).
- Shares the faith accurately and seeks support, when necessary.
- Liaises with the Sacramental 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, especially children, youth and their families.
- 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 Sacramental Preparation Coordinator.

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 other Sacramental Preparation Team Members.

➤ **Support, Supervision, and Evaluation**

The Sacramental Preparation Coordinator is 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 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 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 Team Member currently practiced at _____.
(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date

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