



Ministry Position: Baptismal Preparation Team Member

Date Last Reviewed: July 2019

◆ Position Overview

Baptism is an initiation into the Paschal Mystery and the Christian community of faith in God, who is Father, Son, and Holy Spirit. 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

- Commit to the full process.
- Provide a hospitable environment and experience throughout Baptismal preparation process
- Prepare for gatherings and catechetical sessions based on the materials provided by the parish
- Gather parents and godparents and lead them through sessions (during gatherings and catechetical sessions)
- Share the faith accurately and seeks support, when necessary
- Liaise with the Baptismal Preparation Coordinator on an ongoing basis to receive suggestions and/or feedback
- Attend and participate in the liturgical celebrations when available
- Be 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.

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| Other specifics: |
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◆ Skills, Experience and Qualifications

- Fully initiated member of the Catholic Church in good standing
- Must be at least 18 years of age



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- Has been an active member of the parish for at least 2 years
- Familiar with the Parish Resource provided by the Office of Formation for Discipleship
- 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
- Genuine, hospitable, and accepting of all situations, especially sensitive to single mothers.
- Experience as a parent an asset

◆ 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
- Understands family life and parenting
- Comfortable with being accountable and is sensitive to the observance of proper boundaries
- Able to facilitate sessions with enthusiasm
- Honest, dependable and can maintain strict confidentiality
- Demonstrates a spirit of generosity, hospitality, and creativity

◆ Screening Requirements

This is a General Risk Position

Note: When a minor under 18 years old participates in this ministry, High Risk screening is required for adults over 18 years. An asterisk (*) identifies all High Risk screening requirements.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked*
- Complete a Police Information Check *
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years*



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- Participant follow-ups may be conducted*

◆ **Orientation and Training**

Standard parish orientation program, including AODA training. Training and formation provided by Baptismal Preparation Coordinator. Workshops and Seminars provided by the Office of Formation for Discipleship.

◆ **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 with the ability to renew. (*General Risk*).
One (1) year term with the ability to renew (*High Risk*).

◆ **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.
- Must be able to attend orientation session, training sessions and regular meetings as required.
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **Baptismal Preparation Team Member** currently practised at,
_____ Parish.



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| Pastor's Signature | Parish Volunteer Screening Coordinator's Signature | Date |
|---------------------------|---|-------------|
| PASTOR NAME | COORDINATOR NAME | |
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Prepared by: Archdiocese of Toronto, Volunteer Screening Department