

## **Employment Opportunity**

### **SACRAMENTAL PREPARATION COORDINATOR & FIRST HOLY COMMUNION CATECHIST**

#### **St. Timothy Parish**

21 Leith Hill Rd North York, ON M2J 1Y9

Part time (10 hours per week)

New Position

Target Hiring Salary: \$24 – \$28 per hour

#### **Overview:**

St. Timothy Parish is seeking a part time Sacramental Preparation Coordinator & First Holy Communion Catechist who, under the direction of the Pastor, is responsible to administrate and coordinate the existing Sacramental Preparation Programme for the Parish, teach the First Holy Communion programme, and work collaboratively with the Confirmation Catechist to engage children and their parents in the life of the Parish.

#### **Responsibilities:**

- Prepare the calendar of required events for students
- Facilitate required events (online registration, catechetical classes, First Confessions, Parents Retreat, etc.)
- Create posters and other advertisements regarding First Holy Communion
- Teach First Holy Communion classes at St. Timothy's Catholic School, Divine Mercy Catholic School and at the Parish
- Prepare weekly assignments for parents and students over Google Classroom Recruit and train volunteers as required
- Order required materials (books, supplies, etc.)
- Process sacramental registrations for both Confirmation and First Holy Communion and update information database regularly, along with other related administrative duties

#### *Other Duties*

- Develop a relationship with the schools connected to the parish (communicate with the school principals and teachers, as required)
- Other duties, as required by the pastor

#### **General Requirements:**

- A mature spiritual life in full communion with the Catholic Church
- Must be knowledgeable about the Sacraments and able to communicate their importance to students and parents
- Experience with Sacramental Preparation and/or Youth Ministry is an asset
- Incorporate a variety of techniques (visual, verbal, musical, physical) to facilitate varying learning styles of students
- Excellent interpersonal, communication, and organizational skills

- The ability to teach students as young as 7 years old
- Knowledge and proficiency with Microsoft and Google Suite applications (including Google Classroom) and Canva are required
- Has a willingness to work with the Pastor, Associate Pastors, and the Confirmation Catechist to ensure the ministry is conducted with efficiency, decorum and reverence
- The ability to work collaboratively in a team and manage a team
- Must be able to work evenings and weekends as required
- A valid driver's license and access to a reliable vehicle to visit schools is an asset
- Must be legally entitled to work in Canada
- A criminal background check will be required of the successful applicant

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. Brenton Cordeiro** at [sttimothyto@archtoronto.org](mailto:sttimothyto@archtoronto.org). Deadline for receipt of applications is **Until the position is filled**. We thank all applicants, however, only those selected for an interview will be contacted.

*In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.*