



Archdiocese
of Toronto

Employment Opportunity

SACRAMENTAL PREPARATION & MINISTRIES COORDINATOR

Holy Family Parish

60 Allan Drive, Bolton, ON L7E 1P7

Modified Full Time (20 hours per week)

New Position

Target Hiring Salary: \$24 – \$26 per hour

Overview:

Holy Family Parish is seeking a modified full-time Sacramental Preparation & Ministries Coordinator who, under the direction of the Pastor, is responsible to administrate and coordinate the existing Sacramental Preparation Programs RCIA, RCIC, First Holy Reconciliation and Holy Communion and to work collaboratively with the Pastor to liaise with Ministry Coordinators to engage and develop volunteer ministry opportunities at the parish.

Responsibilities:

RCIA, RCIC, and First Holy Reconciliation and Holy Communion and assist weekend office work and coordinate the liturgical ministries for the masses

- Be available in the office for the weekend Masses (Saturdays 3 pm - 6:30 pm and Sundays 7:30 am - 1:30 pm) and help the Holy Masses to be celebrated smoothly
- Recruit, train, supervise and evaluate Sacramental Preparation Team Members
- Assist in setting dates and preparing for Sacramental Liturgies
- Assist and facilitate the volunteer coordinators regarding the registration and meetings for the Sacraments
- Responsible for the periodic evaluation of all aspects of the process of Sacraments
- Schedule and be available for all coordinators' meetings
- Ensure that volunteers are properly screened through the Volunteers Screening Committee

Other Duties

- Collaborate with the Parish Secretary in the administration of the sacramental work
- Collaborate with the Pastor in communicating with each Ministry Coordinator with respect to scheduling, training and development of new volunteers
- Other duties, as required by the Pastor

General Requirements:

- College or university education requirements and/or equivalent related experience
- Minimum 2-4 years of related work experience

- 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
- Excellent interpersonal, communication, and organizational skills
- Willingness to work with the Pastor and Sacramental Team members to ensure the ministry is conducted with efficiency, decorum and reverence
- Ability to work collaboratively in a team and manage a team
- Must be able to work weekends, Tuesdays, and some evenings as required
- Must be legally entitled to work in Canada
- A criminal background check will be required of the successful applicant

Benefits:

This role is eligible for:

- 3 weeks of annual vacation upon hire (based on 20 hours per week)
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long Term Disability, and Employee and Family Assistance Program)
- Defined Benefit pension plan after 3 months with a 1%, 2% or 5% contribution match
- Access to family-friendly policies including Maternity/Parental Leave top-up benefits and paid sick days which can be used for family caregiving due to emergency or sickness
- Reimbursement for professional designation/membership fees with consultation of the Pastor of the Parish.

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to: **Fr. Prem Sagar Addagatla** at **paddagatla@archtoronto.org**. Deadline for receipt of applications is **November 6, 2026**. 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.