



Archdiocese
of Toronto

Ministry Position: Baptismal Preparation Coordinator

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. Under the direction of the Pastor and in cooperative effort with the Pastoral Team, the Baptismal Preparation Coordinator organizes and facilitates the process of preparing families to celebrate the Baptism of their child. The Baptismal Preparation Coordinator 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
- Maintain a current list of Baptismal Preparation Team Members
- Maintain contact list of parents wanting to participate in the Baptismal Preparation
- Ensure any changes in the list of Baptismal Preparation Team Members are communicated promptly to the Parish Volunteer Screening Committee
- Implement the Baptismal Preparation process as developed in consultation with the Pastor
- Recruit, train, supervise and evaluate Baptismal Preparation Team Members
- Ensure that appropriate materials are available for the program and recommend the purchase of required resources to the Pastor, after consultation with the Office of Formation for Discipleship
- Collect registrations and baptismal certificates and complete all administrative work, in collaboration with the parish secretary
- Assist in setting dates and preparing for liturgies
- Facilitate information and parent meetings for Baptismal Preparation
- Ensure that a spirit of prayer and hospitality prevails throughout the Preparation process
- Organize the replacement of Baptismal Preparation Team Members in the event of short notice cancellation
- Meet with families who are unable to attend meetings and/or gatherings
- Arrange for certificates and for names to be recorded in the Parish registers
- Collaborate with the Pastor and with other members of the parish staff, to integrate responsibilities with the overall parish endeavour
- Evaluate all aspects of the Baptismal Preparation process periodically
- Attend and participate in the liturgical celebrations when available
- Schedule and be 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:
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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
- Has been an active member of the parish for at least 2 years
- Recognized within the parish community as a person of solid reputation, especially an attitude of hospitality
- Familiar with the Parish Resource provided by the Office of Formation for Discipleship
- Formal studies or training in the area of theology, religious education or pastoral ministry is recommended
- Should have experience and training in Immediate Preparation for the Sacraments process
- Has appropriate leadership, organizational and facilitation skills and the ability to implement programs
- Able to coach, delegate, foster open communication, develop team dynamics and support the gifts of others in ministry
- Can relate effectively and communicate clearly with others
- In cases of emergency, knows contacts and/or procedures
- Must be willing to participate in current and ongoing formation
- Experience as a parent is 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
- Desires to develop a deeper understanding and appreciation of the sacraments and their celebration
- Has a helpful, supportive and non-threatening attitude
- Understands family life and parenting
- Honest, dependable and can maintain strict confidentiality
- Has the ability to work independently or as part of a team
- Comfortable with being accountable and is sensitive to the observance of proper boundaries



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- Has a willingness to work with the Pastor, Pastoral Team and Baptismal Preparation Team to ensure the ministry is conducted with efficiency, decorum and reverence
- Pays close attention to detail
- Demonstrates a spirit of generosity and hospitality

◆ **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*
- 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 Pastor and/or Pastoral Team are 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*).



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◆ **Benefits and Working Conditions**

- Will enhance personal growth of faith.
- Will further develop leadership, training and 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.

<p>This Ministry Position Description accurately reflects the ministry of <u>Baptismal Preparation Coordinator</u> currently practised at, _____ Parish.</p>		
<p>Pastor's Signature</p> <p>PASTOR NAME</p>	<p>Parish Volunteer Screening Coordinator's Signature</p> <p>COORDINATOR NAME</p>	<p>Date</p>
_____	_____	_____

Prepared by: Archdiocese of Toronto, Volunteer Screening Department