



Archdiocese
of Toronto

Ministry Position: Sacramental Preparation Coordinator

Date Last Reviewed: July 2019

◆ **Position 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. Under the direction of the Pastor and in cooperative effort with the Pastoral Team, the Sacramental Preparation Coordinator organizes and facilitates all aspects of this Preparation process. The Sacramental Preparation Coordinator shares a love for the Church, an understanding of the Sacraments and embodies the importance of Hospitality.

◆ **Activities/Responsibilities**

- Commit to the full process
- Maintain a current list of Sacramental Preparation Team Members
- Maintain contact list of children and their parents wanting to participate in the Sacramental Preparation
- Ensure any changes in the list of Sacramental Preparation Team Members are communicated promptly to the Parish Volunteer Screening Committee
- Implement the Sacramental Preparation process as developed in consultation with the Pastor
- Recruit, train, supervise and evaluate Sacrament Preparation Team Members
- Ensure that appropriate materials are available for the program, and communicate the purchase of required resources to the Pastor and through consultation with the Office of Formation for Discipleship
- Collect registrations and baptismal certificates and complete all administrative work
- Assist in setting dates and preparing for liturgies (e.g. Reconciliation service)
- Facilitate information and parent & child meetings for each sacrament
- Present formation session to parents
- Ensure that a prayerful spirit prevails throughout the Preparation process
- Responsible for replacement of Sacrament 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 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
- Responsible for the periodic evaluation of all aspects of the process.
- 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
- 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 in Immediate Preparation 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
- 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
- Desires to develop a deeper understanding and appreciation of the sacraments and their celebration
- Has a helpful, supportive and non-threatening attitude
- Honest, dependable and can maintain strict confidentiality
- Has a willingness to work with the Pastor, Pastoral Team and Sacramental Preparation Team to ensure the ministry is conducted with efficiency, decorum and reverence
- Comfortable with being accountable and is sensitive to the observance of proper boundaries



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- Pays close attention to detail
- Demonstrates a spirit of generosity and creativity

◆ **Screening Requirements**

This is a High Risk/Position of Trust.

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 Pastor and/or the Archdiocese of Toronto. Workshops and Seminars provided by the Office of Formation for Discipleship.

◆ **Participant Group**

Children and their Parents involved in the Immediate Preparation for First Holy Communion, First Reconciliation and/or Confirmation, and Sacramental Preparation Team Members.

◆ **Support, Supervision and Evaluation**

The Pastor and/or Pastoral Team is the first level of support, supervision and evaluation.

◆ **Length of Ministry Appointment**

One (1) year term with the ability to renew.

◆ **Benefits and Working Conditions**

- Will directly contribute to children's spiritual development
- Will further develop leadership, training and facilitation skills
- Opportunity to perform community service and gain experience for the purpose of school or career advancement



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- Must be available to attend all regularly scheduled meetings
- Must be able to attend the orientation session and training sessions 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 **Sacramental Preparation Coordinator** currently practised at,
_____ Parish.

Pastor's Signature

PASTOR NAME

**Parish Volunteer Screening
Coordinator's Signature**

COORDINATOR NAME

Date

Prepared by: Archdiocese of Toronto, Volunteer Screening Department