

## **Sacramental Preparation Coordinator Job Description**

Status: Part-time, hourly

Hours: 10-15 hours per week (flexible schedule, seasonal: September to May)

Responsible for Sacramental Preparation for children at St. Joseph Parish. These sacraments include Reconciliation, Eucharist and Confirmation. Member of the Parish Pastoral Team.

### **Responsibilities**

- Attend Pastoral Team Meeting, Wednesday morning/weekly – all other hours are flexible.
- Schedule and coordinate the celebrations of Reconciliation, Eucharist and Confirmation.
- Manage online sacrament registration.
- Organize and lead Parent Sacramental Registration and Preparation.
  - Host Sacrament Forum Meetings.
  - Conduct parent information/education nights for each sacrament.
- Organize and coordinate Parish based program – coordinate leaders and lead sessions, where needed, for sacrament preparation of students not in Catholic Schools.
- Liaison for sacramental preparation in Catholic Schools.
  - Be present for teacher workshops for teaching sacraments in schools.
  - Assist with Reconciliation, Eucharist and Confirmation retreats – coordinate rehearsals and Church tours.
- Prepare certificates for children who have received sacraments.
- Help organize Reconciliation celebrations at schools.

### **Qualifications and abilities:**

- An active faith life in the Roman Catholic tradition.
- Ability to work collaboratively with others.
- Knowledge of the Roman Catholic teaching, especially the Catholic understanding of sacraments.
- Ability to speak in public and lead workshops/information sessions for parents.
- Basic computer skills and familiarity with online signup/scheduling programs.
- Valid Driver's License.
- Current Police Record Check and Intervention Services Check.

Salary commensurate with qualifications and experience. Resumes accepted until June 16, 2025 at 5pm or until position is filled. Submit resume, with 3 references (including a reference from current parish priest if you are not from St. Joseph Parish) to Father Ed Eherer, C.Ss.R. Resume may be submitted to the parish office or electronically to [finance@saintjoseph.ca](mailto:finance@saintjoseph.ca)