

ST. PATRICK'S CHURCH



VOLUNTEER MINISTRY POSITION DESCRIPTION

Our Parish Communities
RC DIOCESE OF CALGARY

Baptismal Preparation Coordinator

Overview

Baptism is an initiation into the Paschal Mystery and life in a community of faith. 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

- Commits to the full process
- Maintains a current list of team members and notifies the PVSC of changes.
- Maintains a contact list of parents wanting to participate in the Baptismal Preparation
- Implements the Baptismal Preparation process as developed in consultation with the Pastor.
- Recruits, trains, supervises and evaluates Baptismal Preparation team members.
- Ensures that appropriate materials are available for the program and to recommend the purchase of required resources to the Pastor.
- Collects registrations and baptismal certificates and complete all administrative work.
- Assists in preparing dates and preparing for liturgies.
- Facilitates information and parent meetings for Baptismal Preparation.
- Ensures that a prayerful spirit prevails throughout the Preparation process.
- Is responsible for replacement of Baptismal Preparation Team Members in the event of short notice cancellation.
- Meets with families who are unable to attend meetings and/or gatherings.
- Is responsible for the periodic evaluation of all aspects of the process
- Schedules and is available for all team meetings.

Skills, Experiences, Personal Traits and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Must be at least 21 years of age.
- Has been an active member of the parish for at least 2 years.
- Is recognized within the Parish community as a person of solid reputation.
- Formal studies or training in the area of theology, religious education or pastoral ministry is recommended.

- Has appropriate leadership, organizational and facilitation skills and the ability to implement programs.
- Is able to coach, delegate, foster open communication, develop team dynamics and support the gifts of others in ministry.

Screening Checklist for this Low Risk Position at St. Patrick's Church

- Completion of Agreement to Code of Conduct and a Volunteer Information Form, including parent/guardian consent as required.
- Training and orientation
- Supervision, periodic evaluations.

Parish Volunteer Screening Coordinator

Pastor

Date: _____

RC Bishop of Calgary-Rev. February, 2013