

ST. PATRICK'S CHURCH



VOLUNTEER MINISTRY POSITION DESCRIPTION

Our Parish Communities
RC DIOCESE OF CALGARY

Marriage Preparation Coordinator

Overview

Under the guidance of the Pastor, the Marriage Preparation Coordinator makes all necessary arrangements including the organization of course material, speakers, presentations and registration of engaged couples. The Coordinator plans and supervises the Marriage Preparation courses.

Activities/Responsibilities

- Maintains contact list of Marriage Preparation Facilitators and engaged couples wanting to participate in the Marriage Preparation course.
- Ensures that any changes to the Facilitators are communicated promptly to the PVSC.
- Maintains accurate registration records of all engaged couples participating in the Marriage Preparation course.
- Brings to attention of the pastor any matters related to the spiritual needs of the engaged couples.
- Plans course dates, location and curriculum in communication with the Pastor.
- Selects and advises the Marriage Preparation Facilitators
- Keeps an inventory of items and ensures that necessary materials are available to Facilitators.

Skills, Experiences, Personal Traits and Qualifications

- Is an active participant in parish worship.
- Desires to serve the community and to commit time and talents to this ministry.
- Is honest, trustworthy and enthusiastic.
- Is able to communicate well with others.
- Has the ability to work independently or as part of a team.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

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

- Completion of a Volunteer Information Form, and Agreement to Code of Conduct
- Training and orientation
- Supervision

Parish Volunteer Screening Coordinator

Pastor

Date: _____

RC Bishop of Calgary-Rev. February, 2013