

ST. PATRICK'S CHURCH
Volunteer Ministry Position Description
Sacramental Preparation Coordinator



Overview

The Sacraments of First Reconciliation, First Holy Communion and Confirmation are significant public celebrations of the Catholic faith. The Sacramental Preparation Team Coordinator recruits, leads, and prepares others for sharing the life giving sacramental journey with participants, who are usually children or youth, all in a safe and caring environment.

Activities/Responsibilities (list may be adapted as locally appropriate)

- Prepares Facilitators for catechetical sessions using parish materials
- Liaises with the Catholic Office of Religious Education, Diocesan Religious Education Ministry, and Pastor on an ongoing basis to receive suggestions and/or feedback
- Maintains and reports records of Facilitators, Assistants, and participants
- Leads catechetical sessions and liturgical celebrations for children/youth and/or parents
- Is present for team meetings and training sessions as required
- Is available for meetings and training on both the parish and diocesan levels

***The Two Adult Rule should be exercised when interacting with participants under 18 years of age.**

Skills, Experience, Personal Traits and Qualifications

- Must be 18 years old and a volunteer in the parish for at least one year
- A fully initiated Catholic in communion with the Church who participates in parish life
- Possesses a good knowledge of the teachings of the Catholic Church
- Familiar with the Parish Resource provided by the Catholic Office of Religious Education
- Relates and communicates well with children, youth and their families
- Good presentation skills and ability to facilitate meetings and group dynamics
- Willing to participate in current and ongoing formation and to be a person of prayer
- Honest, dependable, helpful, supportive, generous and can maintain strict confidentiality
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries and Diocesan standards of care and curriculum

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

- Completion of a Volunteer Information Form
- Agreement to the Diocesan Model Code of Conduct
- An interview
- Three reference checks
- A Vulnerable Sector Police Information Check
- Training and orientation to acquire competence and confidence for this ministry
- Completion of on-line training program for the vulnerable.
- Supervision, periodic evaluations and participant follow-ups

Parish Volunteer Screening Coordinator

Pastor

Date_____

RC Bishop of Calgary- Rev. February,2013