

**ST. PATRICK'S CHURCH**  
Volunteer Ministry Position Description  
**Sacramental Preparation Team Member**



**Overview**

The Sacraments of First Reconciliation, First Holy Communion and Confirmation are significant public celebrations of the Catholic faith. The Sacramental Preparation Team Member assists the Coordinator in preparing for and sharing the life giving sacramental journey with (usually) child and youth participants. This position could be a facilitator, small group leader or assistant/helper for hospitality etc.

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

- Assists at catechetical sessions and liturgical celebrations for children/youth and/or parents
- Helps to provide hospitality and a welcoming environment for participants and their parents
- Is present for team meetings and parish or diocesan training sessions as required
- Prepares for catechetical sessions based on materials provided by the parish
- Gathers children/youth and their parents and leads them through sessions as prepared
- Shares the faith accurately and seeks support when necessary
- Liaises with the Coordinator regularly to receive suggestions and feedback

**\*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
- Fully initiated Catholic in communion with the Church who actively participates in parish life
- Possesses adequate knowledge of the teachings of the Catholic Church as needed for role
- Dependable, prayerful, helpful, generous and can maintain strict confidentiality
- Willing and able to attend training and orientation sessions as required
- Relates and communicates well with children, youth and their families
- Has presentation and facilitation skills appropriate to the role of facilitator or helper
- Knows emergency contacts and procedures
- 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
- Interview conducted
- Personal reference checks
- A Vulnerable Sector Police Information Check
- Completion of on-line training program for the vulnerable
- Training and orientation to acquire competence and confidence for this ministry
- Supervision, periodic evaluations and participant follow-ups

\_\_\_\_\_  
Parish Volunteer Screening Coordinator

\_\_\_\_\_  
Pastor

Date\_\_\_\_\_

RC Bishop of Calgary- Rev. February, 2013