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|  | **HOLY NAME PARISH****ROMAN CATHOLIC DIOCESE OF CALGARY** | Bishop Coat (3) |
| **POSITION DESCRIPTION**SACRAMENT COORDINATOR (Part-time) |
| **REPORTS TO** |
| Pastor |
| **OVERVIEW** |
| The Sacrament Coordinator is called to share in the Church’s teaching on the SACRAMENTS by preparing for the gathering, leading the preparation sessions and providing hospitality and welcoming environment.  |
| **RESPONSIBILITIES** |
| **Primary:*** Develop/maintain Sacramental record keeping system in parish registers and Parish Friendly software.
* In conjunction with the priest, coordinate scheduling of events including First Reconciliation, First Communion and Confirmation;
* Communicate with families/relatives regarding appropriate procedures for each service;
* Liaise and communicate frequently with the Diocesan Religious Education Ministry;
* Organize and train sacramental preparation team;

**Specific:*** Record first communions and confirmations; respond to requests for information. Review and prepare annual sacramental reports for the Pastor and Diocese;
* Develop relationships with school administration at Parish schools and support school staff on liturgical protocols, schedule school masses and liturgies, assist with school retreats as required; monthly Parish newsletter to schools; preside over school liturgies; schedule and assist at school masses;
* Gather children and their parents and lead them through sessions (during parent/child gatherings and catechetical sessions).
* Possess good presentation skills and communicate clearly with others, especially children, youth and their families.
* Seek support when necessary
* All other duties as assigned
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| **QUALIFICATIONS** |
| * Computer skills (Microsoft Office and Outlook), Parish Friendly an asset
* Organizational and people skills
* Some form of training on Catholic Sacraments
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| **HOURS OF WORK** |
| Hours must not exceed 25 hours per week. (may only be modified by mutual agreement and as agreed to in employment contract) |
| **KEY RELATIONSHIPS** |
| * Parishioners – parents and children, Priests, Secretary and other staff; school administration and students; Catholic Pastoral Centre, Visitors, Couriers, and contractors, etc.
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| **SAFE ENVIRONMENT**  |
| In support of our Strengthening Our Parish Communities program, this position will be required to provide a Vulnerable Sector Police Information Check (VSPIC).  |
| **TO APPLY** |
| Documents required as part of the application process include:* A completed Application Form\*
* Agreement to the Model Code of Conduct\*
* Cover letter and resume
* Three (3) references

\*These forms available at <http://www.calgarydiocese.ca/articles/employment-opportunities.html>Applications should be submitted by **Tuesday, June 14, 2019**Email to: careers@calgarydiocese.ca Mail to: Human Resources 20 – 17 Avenue SW Calgary, AB T2S 2T2We thank all applicants in advance for their interest. However, only those short-listed for an interview will be contacted directly by our office.  |