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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 | | |
| **QUALIFICATIONS** | | |
| * Computer skills (Microsoft Office and Outlook), Parish Friendly an asset * Organizational and people skills * Some form of training on Catholic Sacraments | | |
| **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. | | |
| **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](mailto:careers@calgarydiocese.ca)  Mail to: Human Resources  20 – 17 Avenue SW  Calgary, AB T2S 2T2  We thank all applicants in advance for their interest. However, only those short-listed for an interview will be contacted directly by our office. | | |