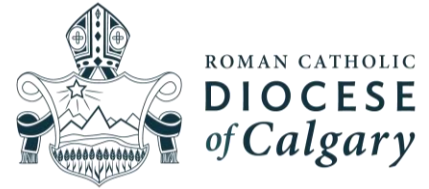


CAREER OPPORTUNITY *for*

Sacrament Preparation Coordinator (Full-time)

St. Mary's Cathedral, Calgary



OVERVIEW

The Sacrament Preparation Coordinator is called to share in the Church's teaching on the Sacraments of Baptism, First Reconciliation, First Eucharist, and Confirmation. The Coordinator is responsible to ensure that all necessary requirements have been carefully minded and arranged for all individuals and families preparing to celebrate one of the aforementioned Sacraments at St. Mary's.

RESPONSIBILITIES

- Create annual Sacrament Preparation schedule (in conjunction with the pastoral center).
- Input all dates into Parish Outlook calendar.
- Ordering of all materials related to sacrament preparation (i.e. lesson workbooks, paper, etc.).
- Liaise with Clergy, school administration of feeder schools, other parish Sacrament Preparation Coordinators, the Pastoral Centre and the registered families of St. Mary's.
- Recruit and train parish volunteers to assist in the teaching of the sacraments of Baptism, Communion, 1st Reconciliation and Confirmation.
- Create/update, print and deliver all invitational Parent letters and registration forms to schools for distribution to families in June and September.
- Continue to foster relationships with all school administration, working together to best support our families.
- Develop and maintain online Sacrament registration.
- Receive and compile all registration information into Excel spreadsheets and maintain database.
- Routine follow up with families to ensure all required documentation is provided and all files are complete.
- Work with other parish staff to collectively support all families inquiring about sacraments.
- Source and provide Baptism Preparation.
- Source and provide First Reconciliation, First Eucharist, and Confirmation preparation (with the support of the Pastoral Centre).
- Reference the Pastoral Centre website to maintain online catechesis updates.
- Support all families with ongoing, weekly correspondence regarding at home catechesis.
- Provide encouragement to parents as "Primary educators of their children."
- Develop and provide resources/ideas to support their learning and growth in the Catholic faith.
- Provide families with at home activities/ideas to help support the Liturgical calendar. (Advent/Lent).
- Provide and update Sacrament related information for the website and parish bulletin.
- Daily administrative duties include all correspondence, phone calls and ongoing email communication.
- Data entry and certificate creation via Parish Friendly.

- Upkeep of parish registers regarding the Sacraments of Baptism, First Eucharist, and Confirmation as well as marriage and death records.
- Keep “completed” First Reconciliation preparation information on file for future reference.
- Work with clergy to ensure smooth, joyful, and fruitful celebrations.
- Attend all staff and zone meetings, and Sacrament Preparation Coordinator events as required.
- Assist with organizing any Diocesan events held at St. Mary’s Cathedral
- Recruit, train and support RCIA Facilitators and Sponsors
- Other duties as assigned by the Pastor related to the operations of the parish.

QUALIFICATIONS

- Previous experience in a similar environment an asset (i.e. parish or Pastoral Centre)
- Good knowledge of the teachings of the Catholic Faith and the Sacraments of Baptism, Reconciliation, Eucharist, and Confirmation
- Demonstrated knowledge of Microsoft Office: Outlook, Word, Excel and PowerPoint
- Excellent organizational skills
- Excellent data entry skills
- Ability to work as a team and independently
- Ability to support and nourish families with a gentle, pastoral approach
- Ability to relate and communicate clearly

HOURS OF WORK

Monday to Friday; 40 hours/week. Flexibility with hours is required due to the nature of this role and will include some evenings.

SAFE ENVIRONMENT

In support of the Safe Environment Program, this position is required to obtain or complete the following:

- Vulnerable Sector Police Information Check (VSPIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign the Agreement to Model Code of Conduct

PHYSICAL DEMANDS

- Frequent sitting to complete computer and desk-based tasks
- Constant movements of the neck in all directions required when completing assignments
- High levels of concentration
- Potential exposure to stressful situations such as deadlines, dealing with aggressive or upset individuals, abusive or aggressive phone calls, general workload demands
- Occasional lifting to 10 lbs/4.5 kg (i.e. office supply boxes)
- Occasional: pushing, pulling, kneeling, squatting, forward reaching, reaching above shoulders, stooping and bending forward from standing position, carrying of objects
- Occasional: sitting on small furniture and the floor when engaging with children in a classroom setting

WHY SHOULD YOU APPLY?

- Comprehensive benefits package
- Vacation and paid sick days available after 3 months
- RRSP after 1 year of employment
- Personal/Flex days
- Opportunities for employee development

TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- Resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

Applications should be submitted by e-mail to: Careers@calgarydiocese.ca. No phone calls please.

Applications will be accepted until **4pm Tuesday, July 4, 2023**. Only applicants who are short-listed for an interview will be contacted directly by our office. We thank all applicants in advance for their interest.