

CAREER OPPORTUNITY for

Sacrament Preparation Coordinator/Administrative Assistant

(Casual)

OVERVIEW

The Sacrament Preparation Coordinator/Administrative Assistant 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. Pius X.

RESPONSIBILITIES

Sacraments:

- Enrolling the students for sacraments and gathering all the required documents per the Calgary Diocese's recommendation.
- Participating in preparation for the Sacraments (First Reconciliation, First Holy Communion and Confirmation), attending all meetings, workshops, and celebrations.
- Together with the priest, organizing and facilitating RCIA, RCIT, and RCIC programmes with other team members.
- Communicating with parents of the children registered for the sacraments (informing the upcoming sessions, sending reminders, following up the attendance etc.)
- Following up on Baptism requests, gathering all the required documents and assisting the Parish Administrative assistant in scheduling priests to meet with parents and baptism dates.
- Organizing the Parent's Baptismal preparation class once a month or as needed.
- Ordering of all materials related to sacrament preparation (i.e. lesson workbooks, etc.)
- Recruit and train parish volunteers to assist in the teaching of the sacraments.
- Create/update, print and deliver all invitational Parents' letters and registration forms to schools for distribution to families.
- Develop and maintain online Sacrament registration.
- Receive and compile all registration information and maintain the database.
- Routine follow-up with families to ensure all required documentation is provided.
- Work with other parish staff to collectively support all families inquiring about sacraments.

Administrative Assistant:

- Provide telephone and office administrative assistance to the priest, staff and church ministries includes: mass intention requests, general inquiries (in person, by email or by phone), announcements
- Work with the Administrative Assistant (Level 2) to prepare and publish weekly bulletin/prayer of the faithful/Mass announcements
- Provide general administrative and clerical support to the Administrative Assistant as needed
- 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 and 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

10 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
- 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

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 *a suitable candidate is found*. 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.