



CAREER OPPORTUNITY for Sacrament Preparation Coordinator (Full-time) St. Patrick's, Calgary

OVERVIEW

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

RESPONSIBILITIES

- Create annual Sacrament Preparation schedule, input to Outlook calendar and book rooms.
- Develop and maintain online Sacrament registration via parish website.
- Receive and compile all registration information into Excel spreadsheets.
- Research information regarding all "parishes of Baptism" and enter into Parish Friendly.
- Input all registrants (and families) into Parish Friendly.
- Routinely follow up with families to ensure all required documentation is provided.
- Respond daily to all inquiries via phone and/or email.
- Support all families with ongoing, weekly correspondence regarding upcoming sessions and parish event information.
- Liaise with school administration and high school chaplains of feeder schools in an effort to reach and support all Catholic families in the area.
- Order and prepare all materials from the Pastoral Center related to sacrament preparation.
- Oversee the preparation sessions for First Reconciliation, First Eucharist, and Confirmation.
- Recruit and train parish volunteers to assist in the teaching of the sacraments of First Reconciliation, First Eucharist and Confirmation.
- Create and maintain schedule for all volunteer catechists.
- Create all PowerPoints and agendas for each preparation session.
- Prepare all sign-in sheets and paper (activity) resources for each preparation session.
- Organize and attend all Sacrament retreats and rehearsals.
- Organize and attend all Sacrament celebrations.
- Keep "completed" First Reconciliation preparation information on file for future reference.
- Upkeep parish registers regarding the Sacraments of First Eucharist, and Confirmation as well as certificate creation.
- Provide and update Sacrament related information for the website and parish bulletin.
- Attend all staff and zone meetings, and Sacrament Preparation Coordinator events as required.
- 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 Reconciliation, Eucharist, and Confirmation
- Demonstrates a passion to build a ministry that will invite youth to understand, own, and live out a life changing faith in Jesus
- 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

37.5 hours/week. Flexibility with hours is required due to the nature of this role and will include some evenings and weekends.

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

WHY SHOULD YOU APPLY?

- Comprehensive benefits package
- Vacation and paid sick days available after 3 months
- RRSP after 3 months 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 **noon on Monday, April 13, 2026**. 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.