

CAREER OPPORTUNITY for Sacrament Preparation Coordinator (Part-time) St. Luke's Parish, 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. Luke's.

RESPONSIBILITIES

- Coordinate all the Sacramental preparation activities/schedules with the Parish Office.
- Gather all the necessary documentation from the parents and sponsors.
- Recruit, organize and train support volunteers and make sure that they have the necessary required documents to volunteer.
- Coordinate with the school regarding sacramental registration at the Parish, school Masses, Liturgies, and class visitation.
- Coordinate and schedule with the Parish office all the dates for study, retreats, and celebrations of the sacraments.
- Take care of all communications – emails, letters and calls pertaining to the sacramental preparations and the schools.
- Coordinate with other ministries involved in the celebrations of the sacraments.
- Obtain and provide the Parish Office with the necessary documents for recording purposes.
- Arrange for the retreat and the retreat master(s) for all sacraments
- Obtain and complete all the paperwork for the celebration of the sacraments.
- Ordering of all materials related to sacrament preparation (i.e. lesson workbooks, paper, etc.).

First Reconciliation

- Arrange with the pastor/associate pastor for priest availability for the celebration of the sacrament

First Eucharist

- Organize the schedule for the rehearsal and the celebration of the sacrament

Confirmation

- Schedule volunteer opportunities
- Organize the candidates to participate in praying the Stations of the Cross
- Prepare and submit the planning form to the Diocese
- Schedule and lead the rehearsal of the candidates, sponsors, and other ministries involved

Schools

- Regularly schedule visits to the schools
- Develop a good rapport with the principal and staff
- Prepare and submit to the Pastor the monthly schedule for school visits and other school activities
- Document the school visits/activities and submit to the Pastor
- Coordinate Priest visits to schools and classrooms

Other Related Duties

- 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.
- Work with clergy to ensure smooth, joyful, and fruitful celebrations.
- 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

Part time position, 20 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

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

TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- A cover letter and resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)
- Agreement to the Model Code of Conduct (see <https://www.catholicyc.ca/careers.html>)

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 in advance all applicants for their interest.