

**ST. PETER'S PARISH**  
**ROMAN CATHOLIC DIOCESE OF**  
**CALGARY**



**POSITION DESCRIPTION**  
**SACRAMENTAL PREPARATION COORDINATOR (PART TIME)**

**REPORTS TO**

Pastor

**OVERVIEW**

The Sacrament Preparation Coordinator is called to share in the Church's teaching on the Sacraments of First Reconciliation, First Eucharist and Confirmation by preparing for the gatherings, leading the preparation sessions and providing hospitality and a welcoming environment.

**RESPONSIBILITIES**

- Engage, recruit, organize and train support volunteers
- Schedule all volunteers to specific areas of all preparation sessions and celebrations
- Provide ongoing support for all volunteers including an end of year "appreciation"
- Ensure to meet the Diocesan Safe Environment Program requirements
- Oversee and coordinate all Sacrament Preparation sessions at the parish
- Develop relationships with school administration and teachers at Parish schools
- Implement all retreats for First Reconciliation, First Eucharist and Confirmation in the schools and/or in the parish
- Prepare for and attend all Sacrament celebrations.
- Liaise with ministry leads to ensure support during celebrations
- Work directly with Sacrament Coordinator and clergy to ensure smooth, joyful and fruitful journeys for both parents and children
- All other duties as assigned

**QUALIFICATIONS**

- Good knowledge of the teachings of the Catholic Faith
- Good knowledge of the Sacraments of Reconciliation, Eucharist and Confirmation
- Excellent presentation skills
- Excellent organizational skills
- Working knowledge of Microsoft Office: Outlook, Word, Excel and PowerPoint
- Working knowledge of Audio/Visual practices
- Ability to work as a team and independently
- Ability to support and nourish a large group of volunteers
- Ability to relate and communicate clearly with parents and their children
- Ability to provide a Vulnerable Sector Police Check

**HOURS OF WORK**

15 -20 hours per week. Weekday hours are flexible. Some evenings and weekends are priority.

**KEY RELATIONSHIPS**

Parishioners – parents and children; Priests; Secretary and other staff; school administration and students; Catholic Pastoral Centre (Bishop's office; Diocesan Religious Education Ministry)

**PLANNING AND REVIEW**

The HR Policy recommends a minimum of two performance review sessions per year, mid-year and one before year end. For new employees, the initial planning session will occur at hire and will follow the planning/review schedule.

**STRENGTHENING OUR PARISH COMMUNITIES**

Screening for employment includes:

- satisfactory Vulnerable Sector Police Information Check,
- three (3) reference checks
- Agreement to the Model Code of Conduct (see <http://www.calgarydiocese.ca/articles/employment-opportunities.html>)

**TO APPLY:**

Please forward your resume and a cover letter to Fr. Jonathan Gibson at [frjonathan@st-peters.ca](mailto:frjonathan@st-peters.ca)

**Deadline for application: March 15, 2019**

**We thank all applicants in advance for their interest, only short-listed applicants will be contacted.**