

HOLY NAME PARISH
ROMAN CATHOLIC DIOCESE OF CALGARY



POSITION DESCRIPTION
SACRAMENT COORDINATOR (Part-time)

REPORTS TO

Pastor

OVERVIEW

The Sacrament Coordinator is called to share in the Church's teaching on the SACRAMENTS by preparing for the gathering, leading the preparation sessions and providing hospitality and welcoming environment.

RESPONSIBILITIES

Primary:

- Develop/maintain Sacramental record keeping system in parish registers and Parish Friendly software.
- In conjunction with the priest, coordinate scheduling of events including First Reconciliation, First Communion and Confirmation;
- Communicate with families/relatives regarding appropriate procedures for each service;
- Liaise and communicate frequently with the Diocesan Religious Education Ministry;
- Organize and train sacramental preparation team;

Specific:

- Record first communions and confirmations; respond to requests for information. Review and prepare annual sacramental reports for the Pastor and Diocese;
- Develop relationships with school administration at Parish schools and support school staff on liturgical protocols, schedule school masses and liturgies, assist with school retreats as required; monthly Parish newsletter to schools; preside over school liturgies; schedule and assist at school masses;
- Gather children and their parents and lead them through sessions (during parent/child gatherings and catechetical sessions).
- Possess good presentation skills and communicate clearly with others, especially children, youth and their families.
- Seek support when necessary
- All other duties as assigned

QUALIFICATIONS

- Computer skills (Microsoft Office and Outlook), Parish Friendly an asset
- Organizational and people skills
- Some form of training on Catholic Sacraments

HOURS OF WORK

Hours must not exceed 25 hours per week.
 (may only be modified by mutual agreement and as agreed to in employment contract)

KEY RELATIONSHIPS

(Internal & External)

- Parishioners – parents and children, Priests, Secretary and other staff; school administration and students; Catholic Pastoral Centre, Visitors, Couriers, and contractors, etc.

PLANNING AND REVIEW

The HR Policy recommends a minimum of two performance review sessions per year, once at the beginning of the year to set the stage for the coming year and a second one as a mid-year review to ensure priorities are still valid and on track to meeting your goals. 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: The Diocese of Calgary fosters “Strengthening Our Parish Communities” a safe environment program. Screening includes a satisfactory Vulnerable Sector Police Information Check and Agreement to the Model Code of Conduct. See www.calgarydiocese.ca/human-resources

E-mail to: humanresources@calgarydiocese.ca

Mail: Human Resources
120 17th Avenue SW
Calgary, AB, T2S 2T2

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