

Position Description – Sacramental Co-ordinator

The Position:

The role of the Sacramental Co-ordinator is to serve as an active member of the Parish Pastoral Team. This requires the Sacramental Co-ordinator to work closely with the Parish Priest and the Parish Team to prepare, implement and manage the parish programs for Sacraments of Initiation including RCIA.

RESPONSIBILITIES (General)

- To work as an effective team member, with the Parish Priest and Assistant/s and other Team Members.
- To advise and assist in the preparation and implementation of the parish programs for Sacraments of Initiation.
- To coordinate the effective operation of the parish programs for Sacraments of Initiation.
- To coordinate the collection of the necessary documentation from families in relation to their child participating in the parish programs for Sacraments of Initiation.
- Answer parent's enquiries in relation to the parish programs for Sacraments of Initiation and provide a calendar of events.
- Where necessary to provide post visits to participants to encourage them in taking an active role in the church.
- To attend Parish/Ministry Group meetings as required.
- To participate in training/formation where the need arises.

RESPONSIBILITIES (Particular)

- Liaise with families involved in Baptism Preparation Program, Penance, Confirmation and First Holy Communion.
- Liaising with the Diocese in relation to the relevant Liturgies
- Ensuring Team leaders and parents have the necessary materials to prepare participants for their Sacramental initiation.
- Provide support to the participants and their families during their preparation period.
- Ensure all materials for the relevant Liturgies are prepared and distributed on the day of the celebration.
- Preparation of Prayer Cards etc, for presentation during the appropriate liturgies.
- Manage the records of participants and the preparation and distribution of certificates.
- Other duties as and when required.