



ELEMENTARY SACRAMENT PREP COORDINATOR Job Description September 2017

PARISH MISSION:

“Guided by the Holy Spirit, we are a community centered in the Eucharist. We seek to live our faith, to grow in holiness, and to proclaim the love of Christ through service to all.”

JOB PURPOSE:

This position is responsible for the leadership, organization, coordination, evaluation, and growth of all children’s sacramental preparation classes (grades K through 4). Children’s sacramental preparation includes 1st Reconciliation, 1st Communion, and Confirmation preparation as well as the Rite of Christian Initiation for Children which may also include Baptism preparation. The sacramental preparation programs are geared to minister to parish children who attend public schools and will also include some family meetings, retreats, and actual reception of the sacraments for St. Mary School students.

GOALS & OBJECTIVES:

Working closely with the Disciples of the Hearts of Jesus and Mary, the incumbent will facilitate the growth, needs assessment, development and implementation of all elementary sacramental prep programs. The incumbent will accomplish this through the following functions:

- ◆ Bethlehem children’s sacramental preparation programs (grades 1 – 4)
- ◆ Oversight of Catechesis of the Good Shepherd (age 4 & 5)
- ◆ All staff and volunteer training and management
- ◆ Administration to include Sacramental recording

REPORTS:

Direct Manager: Director of Catechesis & Evangelization

Guidance & Inspiration: Disciples of the Hearts of Jesus and Mary

TYPE:

Non-exempt, Hourly, Part-time: 25 hours per week

Will work flexible schedule as necessary (nights, weekends)

DUTIES & RESPONSIBILITIES:

Development and Administration of all Children’s Sacramental Preparation Programs

- ◆ Creating, implementing and maintaining the goals and objectives of all Sacramental Preparation programs for children to include RCIC
- ◆ Reviewing and evaluating curriculum resources in conjunction with the Pastor and the Director of Catechesis & Evangelization
- ◆ Coordination and scheduling of classrooms and facilities with school and facilities personnel as needed
- ◆ Act as liaison to families:
 - Leadership of parents with the goal of helping them truly become the primary educators of their child(ren).
 - Creating and implementing curriculum for parents of students receiving 1st sacraments (currently 1st and 2nd grade) always pointing toward the above goal

- Planning and facilitating retreats for students and parents receiving 1st sacraments (currently 1st and 2nd grade) with the goal of expanding and enriching both the child's and the parent's experience of full initiation into the Church
- Organizing and conducting registration, parent meetings, and sacramental information meetings in conjunction with St. Mary School, and main parish calendar
- Coordinating and informing parents of the Sacramental Preparation program calendar of events
- Providing information to families regarding parish activities including liturgical activities during Advent, Christmas, Lent and Easter
- ◆ Collaborating with the Director of Liturgy in the preparation and implementation of special liturgies for program participants and the Catechist Team
- ◆ Plan and implement a strategy for integration of Special Needs students into program
- ◆ Periodic and thorough evaluation of program; after evaluation, implement plans for adjustments as needed
- ◆ Administrative duties:
 - Maintains student records to include current enrollment forms, releases and parental permissions, ensuring adherence to all parish and Archdiocesan rules and guidelines.
 - Acting as liaison to the Archdiocesan Office of Religious Education, completing and submitting any Archdiocesan-required paperwork in a timely manner
 - Timely and accurate recording of first sacraments in the Sacramental Registration Book and Parish Soft database

Coordination, Management and Scheduling of Volunteers

- ◆ Leadership in the spiritual formation of catechists, aides and helpers
 - Planning and implementing a volunteer "Rule of Life" that includes retreats (3 or more per program year) as well as additional spiritual formation opportunities
- ◆ Recruiting, preparing and training volunteer catechists, aides and helpers for each program and grade level
 - Volunteers will include adults, high school, and middle school age individuals.
 - Collaboration with Youth Ministers will be required.
- ◆ Coordinating Safe Environment Training, background checks and maintaining accurate and up-to-date records on all volunteers
- ◆ Creating and maintaining a resource center for catechists including written materials and classroom supplies

General

- ◆ Attend scheduled Parish Staff meetings and Dept. Meetings
- ◆ Keep open lines of communication with members of the Parish Staff

TECHNICAL SKILLS & KNOWLEDGE PROFILE:

- ◆ College-level courses in theology or education and/or equivalent experience
- ◆ Experience in catechizing or teaching in a Catholic school or parish religious education program
- ◆ Knowledge of and adherence to Church teaching, doctrine and procedures
- ◆ Administrative experience which involves the administration of programs and the supervision of personnel
- ◆ Computer skills, preferably experienced in all Microsoft Office programs (Word, Excel, Access, & Power Point)
- ◆ Solid knowledge and understanding of fundamental database concepts (i.e. input, storage, retrieval, reporting, etc.) as demonstrated by prior work or academic experience
- ◆ Competence in budget planning
- ◆ Competence in volunteer recruitment, training, and management



PERFORMANCE MEASURES (Performance appraised based on):

- ◆ Cooperation and teamwork: works well with others
- ◆ Judgment in job performance: decision making ability
- ◆ Reliability and quality of work: achieves results
- ◆ Mission of the Church: connects the work of the parish office to the parishioner experience
- ◆ Takes initiative: develops continuously
- ◆ Communication: professional demeanor and interpersonal skills
- ◆ Supervision and leadership: leads courageously

Code of Conduct:

The employee will provide an example to the parish community by maintaining good standing in the Catholic Church through adherence to the laws of the Church and through practice of the Faith by living a sacramental, moral Catholic life including regular Mass attendance. Employee shall be an active member of a Roman Catholic Parish and support the teaching, philosophy and goals of the Church.

As all Archdiocesan employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work. Every employee of St. Mary Catholic Parish is expected to model virtue and justice:

- Create a warm, welcoming, positive and cheerful workplace for both staff and parishioners
- Foster respect and dignity of all; do not gossip, slander or malign others
- Embrace a spirit of docility, obedience, and accept the leadership and vision of the Pastor
- Maintain confidentiality in all aspects of the job
- Demonstrate reliability, punctuality and personal integrity; personal issues do not interfere with managing work responsibilities
- Adhere to business professional dress code

Signatures and Approvals

<p><u>Review and Approval:</u></p> <p>Pastor: _____ Date: _____</p>

<p>ACKNOWLEDGEMENT AND APPROVAL:</p> <p>NAME: _____ DATE _____</p> <p>MANAGER: _____ DATE: _____</p>
