

# **CAREER OPPORTUNITY** *for*

## **Family Faith Life/Sacrament Preparation Coordinator (Full-time)**

### **St. Luke's Parish – Calgary**

## **OVERVIEW**

The Family Faith Life/Sacrament Preparation Coordinator is called to share in the Church's teaching on the Sacraments of First Reconciliation, First Eucharist, and Confirmation, and to organize and develop Family and Children's Formation Programs at St. Luke's Parish. The Coordinator is responsible for coordinating Sacramental Preparation and Family Life volunteers and ensuring they have the complete screening portfolios.

## **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 for the retreat and for the retreat master(s) for the sacrament.
- 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.
- Arrange for the retreat and the retreat master(s).

## Confirmation

- Schedule volunteer opportunities for the candidates.
- Organize the candidates to participate in praying the Stations of the Cross.
- Arrange for the retreat and the retreat master(s).
- 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, in advance, 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.

## Family Faith Life

- Maintain a healthy and growing spiritual life and lead volunteers and catechists to do the same.
- Work with others to plan and carry out ministry with families in a varied and wide-ranging program that includes worship, study, fellowship, and service opportunities.
- Implement or develop programs that can fill the parish with ministerial / pastoral roles. For example, Catechesis of the Good Shepherd, vacation Bible school.
- Develop and provide resources / ideas to support the learning and growth of the Catholic faith.
- Provide families with at home activities to help support the Liturgical Calendar.
- Provide families with resources for at home Catechesis.
- 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
- Familiar with the Parish and the Diocesan Priorities as a guide in implementing programs and activities for the Parish.
- 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

Full time position, 40 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

## WHY SHOULD YOU APPLY?

- Comprehensive benefits package
- Vacation and paid sick days available after 3 months
- RRSP after 1 year of employment
- Personal/Flex days
- Opportunities for employee development

## TO APPLY

Documents required as part of the application process include:

- A completed application form - Download here: <https://www.catholicyc.ca/careers.html>
- Resume
- Three (3) reference checks (will only be contacted if you are selected as our final candidate)

Applications should be submitted by e-mail to: [Careers@calgarydiocese.ca](mailto: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 all applicants in advance for their interest.