



ROMAN CATHOLIC
DIOCESE
of Calgary

CAREER OPPORTUNITY for Sacramental & Youth Coordinator (Full-time/Term) St. James, Okotoks

OVERVIEW

The Sacramental and Youth Coordinator is called to share in the Church's teaching on the Sacraments of Baptism, First Reconciliation, First Eucharist, and Confirmation. The Coordinator is responsible to ensure that all necessary requirements have been carefully minded and arranged for all individuals and families preparing to celebrate one of the aforementioned Sacraments.

RESPONSIBILITIES

School Liaison:

- Assisting at the School Masses and Liturgies.
- Assisting in planning graduation masses and liturgies.
- Scheduling priest's school visits.
- Assist with organizing CTR Catholic School Board and school events held at St. James.
- Organizing school retreats and attending school ward meetings.

Sacraments:

- Enrolling the students for sacraments and gathering all the required documents per the Calgary Diocese's recommendation.
- Participating in preparation for the Sacraments (First Reconciliation, First Holy Communion and Confirmation), attending all meetings, workshops, and celebrations.
- Together with the priest, organizing and facilitating RCIA, RCIT, and RCIC programmes with other team members.
- Communicating with parents of the children registered for the sacraments (informing the upcoming sessions, sending reminders, following up the attendance etc.)
- Organizing parents' Formation events.
- Following up on Baptism requests, gathering all the required documents and assisting the Parish Administrative assistant in scheduling priests to meet with parents and baptism dates.
- Organizing the Parent's Baptismal preparation class once a month or as needed.
- Ordering of all materials related to sacrament preparation (i.e. lesson workbooks, etc.)
- Recruit and train volunteers to assist in the teaching of the sacraments.
- Create/update, print and deliver all invitational Parents' letters and registration forms to schools for distribution to families.
- Develop and maintain online Sacrament registration.
- Receive and compile all registration information and maintain the database.
- Routine follow-up with families to ensure all required documentation is provided.
- Work with other parish staff to collectively support all families inquiring about sacraments.

Youth Events:

- Organizing special events for youth on a regular basis.
- Assisting the leaders of Challenge and Conquest on Monday nights.

Volunteer Screening:

- Ensures the appropriate management of all screening documentation.
- Assesses and assigns risks levels for all parish volunteer positions in alignment with the standards set by the Diocese.
- Supports the processing of the vulnerable sector police checks and the Praesidium online Sexual Abuse Prevention training by providing volunteers with the required links and access.
- Complies with the Diocesan standards for volunteer screening (10-step process) as set out in the Volunteer Policies, Procedures and Screening Manual.
- Participates in communication and reporting between the parish and the diocese.
- Provides orientation and training to volunteer screening for volunteers.
- Works closely with parish administration staff on volunteer maintenance.
- Other duties 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
- Demonstrates a passion to build a ministry that will invite youth to understand, own, and live out a life changing faith in Jesus
- Demonstrated knowledge of Microsoft Office: Outlook, Word, Excel and PowerPoint
- Excellent organizational and 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

40 hours/week, 10 month term from August 15, 2023 to June 30, 2024 with the potential for extension based on funding.

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

- Constant 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 call, general workload demands
- Occasional lifting to 20 lbs/9 kg (i.e. office supply boxes)
- Occasional: pushing, pulling, kneeling, squatting, forward reaching, reaching about shoulders, stooping and bending forward from standing position, carrying of objects

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. No phone calls please.

Applications will be accepted until **4pm Monday, July 24, 2023**. 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.