

# Coordinator of Sacrament Preparation

## Christ the Redeemer Catholic Church

The Coordinator of Sacrament preparation reports to the Director of Religious Education (DRE) regarding First Communion and Reconciliation and the Director of Youth Ministry (DYM) regarding Confirmation.

### Overview

The coordinator will primarily serve the parish by planning and overseeing the preparation and celebration of the Sacraments of Reconciliation and Eucharist for elementary students, and the Sacrament of Confirmation for high school students. The Coordinator's role is to engage parents and students in all components of the program with a goal to bring youth and their families into a true relationship with Jesus Christ.

### Responsibilities and Duties

- With the support of the DRE and Director of Youth Ministry, review, select, and acquire materials and develop curriculum in conformance with Archdiocesan guidelines specific to Sacrament preparation.
- Publish and update parish guidelines for Sacrament preparation and annual registration materials.
- Annually coordinate with other parish ministries and leaders in the creation of the Sacrament preparation calendar making sure it is in alignment with the parish calendar.
- Coordinate and prepare materials and spaces for Sacrament preparation including: required parent registration, formation meetings, Sacrament Mass rehearsals, retreats, and post-mass receptions.
- Recruit catechetical ministers to serve on the parish Sacrament Preparation teams; offering annual formation opportunities for the teams.
- Monitor student attendance and progress towards meeting requirements to receive the Sacraments.
- Work closely with Religious Education Registrar and Youth Ministry Administrative Assistant to maintain accurate databases for families and children in the Sacrament preparation process.
- Develop timely and important communications for families utilizing publication platforms including but not limited to Flocknote, CtRCC website, and the Parish Bulletin.
- Foster relationships with other parish ministries in support of families, as they walk the faith journeys of Sacrament preparation.

### Qualifications

The Coordinator of Sacrament Preparation should possess the following qualifications:

- Academic or Diocesan Certification in theology, religious education or related field preferred
- Pursue/maintain Archdiocesan catechist certification
- Experience in parish catechetical ministry and formation
- Availability to work some evenings and weekends
- Possess a love of the Catholic Faith, Sacraments, and a heart for evangelization
- Excellent communication skills
- Ability to collaborate with others

To apply, send resume to Linda Watso, Director of Religious Education at [Linda.Watso@ctrcc.com](mailto:Linda.Watso@ctrcc.com)