

## **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 Evangelization and Catechesis 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 children, and the Sacrament of Confirmation for teens. The Coordinator's role is to engage parents and children in all components of the program with a goal to bring children and their families into a true relationship with Jesus Christ.

### **Responsibilities and Duties**

- With the support of the DRE and Director of Youth Evangelization and Catechesis, review, select, and acquire materials and develop curriculum in conformance with Archdiocesan guidelines specific to sacrament preparation.
- Communicate 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, service opportunities, 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 children/youth attendance and progress towards meeting requirements to receive the sacraments.
- Work closely with Religious Education Registrar and Youth Ministry Office Manager 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

For further information or to apply, contact Linda Watso, Director of Religious Education at

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