

Updated: 2/7/2020
The Linked Parishes of
Holy Cross, St. James & Sts. Peter & Paul
Haubstadt, Indiana

Job Description
Sacramental Coordinator

Reports to: Pastor
Member of: Staff
Status: Full Time

Position Summary Description: The Sacramental Coordinator will be responsible for serving the parish communities by overseeing the preparation of the Sacraments of Baptism, First Reconciliation, First Eucharist, Confirmation, and Marriage. Working with the Pastor, Coordinator of Religious Education, Parish/School Staff, and Parishioners the Sacramental Coordinator is responsible to organize and coordinate each of the sacramental programs across the linked parishes. Additionally the Sacramental Coordinator is responsible for the coordination of the RCIA program within the parishes.

I. GENERAL RESPONSIBILITIES:

1. Work closely with the Pastor to develop programs to meet the Sacramental requirements for our parishes for the Sacraments of Baptism, First Reconciliation, First Eucharist, Confirmation and Matrimony.
2. Coordinate activities with Parish Manager and secretary for scheduling dates on the Parish calendars.
3. Coordinate planning of activities with Principals, Teachers, Coordinator of Religious Education and parishioners.
4. Organize schedules for related activities with each sacrament or program and communicate information to students, parents, and couples.
5. Maintain accurate records and make sure all volunteers and personal that are in contact with children have completed necessary back ground checks and training.

II. DUTIES AND JOB RESPONSIBILITIES:

1. Work and coordinate schedules with the Pastor/Associate Pastor parish and school offices when setting and confirming dates for all Sacramental events. Maintain an up to date calendar.

2. Coordinate Pre-Baptismal session for parents desiring infants to be baptized.
3. Arrange and schedule parent sessions for First Reconciliation & First Eucharist.
4. Plan and coordinate with the Coordinator of Religious Education, Music Director and teachers for the First Reconciliation & First Eucharist celebration in church. Work closely with the Coordinator of Religious Education and teachers to create program.
5. Work with Coordinator Religious Education, principal and teachers to develop plan for the First Eucharist retreat.
6. Coordinate with the Bishop's office, Pastor and Parish office the date for Confirmation.
7. Prepare initial confirmation meeting by inviting parents through a letter, have calendar of schedule, parent guide sponsor information and service information prepared for handout.
8. Coordinate the first formation with students and their sponsor, this includes preparation of the sponsor guide packet.
9. Plan and organize the Confirmation retreat, interviews, practice and the Confirmation Spectacular.
10. Plan and coordinate the Mass with the Pastor (Bishop's office), music director, and schedule volunteers for readings, gifts, servers, extra Eucharist ministers, ushers, greeters and programs.
11. Work with Hospitality Coordinators for the set-up and food needs for the various receptions connected with each of the various Sacramental celebrations.
12. Inform each appropriate parish the list of students that received the Sacrament of Confirmation.
13. Coordinate and collect necessary initial information from a couple looking to receive the Sacrament of Marriage.
14. Schedule the initial meeting with the priest and the couple. Once the initial meeting is completed the date of the wedding should be confirmed with the parish office.

15. Complete all necessary paperwork, work closely with the Pastor, Parish Manager, and Couple to coordinate entire marriage process from beginning to end.
16. Work with Pastor, Coordinator Religious Education and volunteers to ensure that the RCIA program and curriculum is consistent across all three parishes.

III. CONTINUING EDUCATION

The Sacramental Coordinator shall continue his/her education through attendance at appropriate workshops, seminars and courses.

IV. QUALIFICATIONS

1. Practicing Catholic in good standing with a working knowledge of and a strong commitment to the mission of the Catholic Church.
2. Knowledge of Catholic Theology is a plus but not required as long as there is a good understanding of the Sacraments of the Catholic Church.
3. Good judgement skills, in handling of confidential, sensitive and critical information, respect and discretion is required and a must.
4. Effective oral and written communication skills for both internal and external communications.
5. Exceptional organizational, planning and problem solving skills. Ability to be detail oriented.
6. Proficient in general computer skills, Microsoft Office, various spreadsheets, and word processing applications.
7. Willingness to work collaboratively with pastor, staff, volunteers, students, parents, and parishioners.