

**Responsible Ministry—Ministry Roles**  
**Sacrament Preparation Coordinator(s)**

St. Philip Church & St. Clare Mission  
 Richmond and Dwyer Hill, Ontario

Name of ministry and role(s)	Sacrament Preparation Coordinator(s)
Groups served by this ministry	Children receiving sacraments Parents of children receiving sacraments Church community witnessing sacraments
Length of term	Year long
Purpose of the role(s)	To coordinate the Grade Two First Reconciliation and Communion and/or the Grade Six Confirmation Ceremonies and preparation
Activities and responsibilities	<ul style="list-style-type: none"> <li>• Organize sacrament communication</li> <li>• Prepare and update sacrament spreadsheet of recipients shared with church administration.</li> <li>• Interact with school administration and teachers to coordinate/facilitate activities happening during school day, school communications and planning.</li> <li>• Organize recruiting of parent volunteers</li> <li>• Organize ordering of sacrament materials including workbooks, missals, prayer books, confirmation stoles and small gifts for sacrament recipients</li> <li>• Organize volunteers for photographers, music accompaniment, ushers, altar servers, readings, and post ceremony receptions</li> <li>• Organize and lead preparation workshops for children not attending Catholic school who require additional catechesis.</li> <li>• Organize and run Welcome ceremonies held in October.</li> <li>• Organize and run Grade Two First Reconciliation held in February</li> <li>• Organize and run Grade Two First Communion ceremonies held in April</li> <li>• Organize and run Grade Six Confirmation retreat in May.</li> <li>• Organize and run Grade Six Confirmation ceremony in May.</li> <li>• Ensure audio equipment is setup for ceremonies.</li> <li>• Ensure programs are prepared for ceremonies</li> <li>• Ensure decorations are prepared for ceremonies.</li> <li>• Ensure banners are prepared with photos of all sacrament recipients.</li> <li>• Review and provide feedback of preparation and ceremonies to help with planning for subsequent years.</li> </ul>
Constraints	<ul style="list-style-type: none"> <li>• This role is open to those aged 16 and over</li> <li>• The role may be performed by one or more coordinators.</li> <li>• All interactions with children and youth are to take place in</li> </ul>

**Responsible Ministry—Ministry Roles**  
**Sacrament Preparation Coordinator(s)**

St. Philip Church & St. Clare Mission  
 Richmond and Dwyer Hill, Ontario

	<p>public places with other adults present.</p> <ul style="list-style-type: none"> <li>• If a child needs to go to the bathroom, a leader or parent should not be required to assist due to ages of children involved.</li> <li>• Physical contact is discouraged in all circumstances.</li> <li>• Parents are invited and welcome to attend any preparation sessions, retreats, sacrament ceremonies.</li> </ul>
Descriptor scope <i>(check one)</i>	<input type="checkbox"/> Common <input checked="" type="checkbox"/> St Philip <input type="checkbox"/> St Clare
Notes on scope	<p>St. Philip</p> <ul style="list-style-type: none"> <li>• Held throughout the year at St Philip</li> </ul>
Skills, experience and qualifications desired	<ul style="list-style-type: none"> <li>• Highly organized.</li> <li>• Good control and management of large groups of children</li> <li>• Able to work well with children.</li> <li>• Lead and manage other helpers and assistants.</li> </ul>
Personal traits desired	<ul style="list-style-type: none"> <li>• Organization and time management skills are a must.</li> <li>• Effective communication skills and ability to lead a team of parent volunteers.</li> <li>• Patience, leadership, resourcefulness, commitment and creativity</li> </ul>
Orientation and training	<ul style="list-style-type: none"> <li>• Job shadowing is recommended.</li> <li>• Receiving a copy of this ministry role descriptor</li> <li>• Responsible Ministry training and handout</li> </ul>
Support, supervision and evaluation	<ul style="list-style-type: none"> <li>• Work with the priest, deacons, clerical administration, school administration, teachers and parents to organize.</li> <li>• Access to personal information via shared google doc.</li> </ul>
Working conditions	<ul style="list-style-type: none"> <li>• Most preparation work is performed at home.</li> <li>• Be prepared to work in the church and in the hall with uncertain furniture arrangements</li> </ul>
Benefits to role participants	<ul style="list-style-type: none"> <li>• Deeper appreciation for the miracle of Christ’s birth as seen through the eyes of children.</li> </ul>
Level of sensitivity <i>(check one)</i>	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input checked="" type="checkbox"/> High
<p>Screening measures</p> <p>(Per the parish ‘Responsible Ministry Program’ document.)</p>	<ol style="list-style-type: none"> <li>1. Completion of a volunteer information form is required.</li> <li>2. Personal reference checks are required.</li> <li>3. An interview and a police record check are required.</li> <li>4. Training and orientation are required.</li> <li>5. There will be supervision and periodic evaluation, as needed.</li> </ol>

**Responsible Ministry—Ministry Roles**  
**Sacrament Preparation Coordinator(s)**

St. Philip Church & St. Clare Mission  
Richmond and Dwyer Hill, Ontario