

CATHOLIC DIOCESE OF CHRISTCHURCH
The Catholic Parish of Christchurch South
Position Description

COORDINATOR OF SACRAMENTAL MINISTRIES

CATHOLIC PARISH OF CHRISTCHURCH SOUTH

COORDINATOR OF SACRAMENTAL MINISTRIES

POSITION DESCRIPTION

2021

1. JOB TITLE

Coordinator of Sacramental Ministries

2. REPORTS TO

Parish Priest

3. PRIMARY FUNCTION

The role of the Coordinator of Sacramental Ministries is to work with parishioners of the Catholic Parish of Christchurch South in the establishing teams of volunteers to assist in the Sacramental ministries within the parish

4. KEY RESPONSIBILITIES

- ◆ To coordinate and lead a team of volunteers for the First Reconciliation and First Holy Communion programme each year with parents and their child/ren
- ◆ To establish, coordinate and lead a team of volunteers for the Sacrament of Confirmation programme every two years with parents and those preparing for Confirmation
- ◆ To assist in the coordination of the OCIA team and to be a member of the team
- ◆ To establish, coordinate and lead a team of volunteers for the Sacrament of Baptism programme that will include instruction for parents prior to the Baptism of their child/ren
- ◆ As a member of the Parish Staff to attend Parish Staff meetings
- ◆ Liaise with the Directors of Religious Studies at the 3 parish primary schools
- ◆ To meet with the Parish Priest to plan and coordinate priorities whenever appropriate
- ◆ Clear understanding and demonstration of the safeguarding practices within the parish

5. PERSONAL SPECIFICATIONS

◆ Educational Qualifications

- An acceptable level of education including very good oral and written language skills and computer literacy

◆ Experience

- Experience in working co-operatively as a member of a team
- Experience in being able to co-ordinate and organize sacramental programmes and ministries

◆ Personal Attributes

- A practising Catholic with a good understanding of the teachings of the Church
- An ability to share their personal faith
- A readiness to work under the leadership of the Parish Priest
- Good interpersonal and communication skills
- Able to work co-operatively with members of the Parish Staff and with parishioners

6. HOURS OF WORK

- ◆ **25 - 30 hours** per week with a flexibility of when they are worked as required by the Parish Priest, after consultation with the employee.

7. PARISH RESPONSIBILITIES

- ◆ Supervision/Spiritual Direction are to be discussed with the Parish Priest
- ◆ To provide office space and access to a computer
- ◆ Car mileage: reimbursement of mileage will be provided at the Diocesan rate for work undertaken in agreement with the Parish Priest

8. REVIEW OF JOB DESCRIPTION AND PERFORMANCE REVIEW

- ◆ This job description will be reviewed after 3 months and then 6 months, then every 12 months from the date of commencement of the person in the position of the Coordinator of Sacramental Ministries
- ◆ A performance review of the position in regards to use of their time will be held at the same time as the review of the job description
- ◆ A review of remuneration will be held under the terms of the Diocesan guidelines.