



# The Basilica of Saint Mary

## Coordinator of Sacramental Preparation

### Position Description

**Title:** Coordinator of Sacramental Preparation

**Reports to:** Managing Director of Ministries

**Date:**

**Department:** Liturgy and the Sacred Arts

**Annual Schedule**

**Classification:** Exempt

- 40 Hours/Week
- 12 Months/Year

#### **PURPOSE OF POSITION**

Support the vision, mission, and values of The Basilica of Saint Mary by preparing people for the reception of the Sacraments of the Catholic Church.

#### **SCOPE OF POSITION**

- ⇒ Report to and accept instructions, direction, and assignments from the Managing Director of Ministries
- ⇒ Direct volunteers on the RCIA Team, RICA sponsors, catechists, room aides and other volunteers assisting with sacramental preparation.

#### **POSITION QUALIFICATIONS**

- Master's degree in theology preferred.
- Experience in faith formation and sacramental preparation in a parish setting.
- Strong written and oral presentation skills.
- Be a practicing Catholic.
- Experience with budget management.
- Good interpersonal and conflict management skills.
- Experience in working with volunteers.
- Strong and current computer skills with proficiency in Microsoft Office Suite, including Word, Excel, Outlook email, calendar, and PowerPoint, with an understanding of Google Workspace and Zoom or other virtual meeting programs. Experience with Blackbaud Raisers Edge NXT (RE) software or comparable database software preferred.

#### **PRIMARY FUNCTIONS/DUTIES AND MAJOR ACTIVITIES**

1. Oversee and support sacramental preparation of children and/or families for the celebration of infant Baptism, first Reconciliation, first Holy Communion, and youth Confirmation.
2. Oversee and support the implementation of the Order of Christian Initiation of Adults (OCIA).

3. Oversee and support sacramental preparation of couples who are planning to celebrate the Sacrament of Marriage in accordance Archdiocesan guidelines.
4. Take on other responsibilities as assigned.

**MENTAL DEMANDS**

- Ability to engage and collaborate with a wide spectrum of staff, parishioners and volunteers with respect, cooperation, and collaboration.
- Ability to implement age-appropriate instructional materials and methods of teaching.
- Ability to maintain confidentiality.
- Ability to coordinate and implement multiple concurrent tasks.
- Ability to plan, organize and meet deadlines.
- Able to always maintain a positive and helpful attitude, even during difficult times.
- Ability to execute job duties under highly stressful circumstances.

**PHYSICAL DEMANDS:**

- Ability to lift up to 25 pounds.
- Ability to work eight or more hours in a given day as needed.
- Ability to work evenings and weekends.

**Designation of Essential Functions**

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. This position **does** require that the employee be a Catholic.

Employee: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization's needs change, my job description will change.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor: I have reviewed this job description and agree that it is an accurate representation of responsibilities performed in this job.

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_