Job profile: **Sacramental Co-ordinator**
Location: Hitchin
Reporting to: Parish Priest
Job reference: 102-00092

Job Purpose:
To work with the parish priest, with particular responsibility for developing, supporting and co-ordinating specific catechetical and sacramental programmes and courses in order to facilitate growth in the spiritual and catechetical life of the parish.

Principal duties and responsibilities

1. To co-ordinate promote and develop catechetical programmes in the parish, including the following: Baptism, First Reconciliation/First Holy Communion, Confirmation, RCIA, and Marriage preparation. To prepare material for classes and liturgies where appropriate.
2. To create and attend relevant liturgies which form an integral part of the various catechetical courses.
3. To continue a partnership with the Catholic schools in all matters relating to the catechesis of children
4. To identify, empower and co-ordinate the recruitment and ongoing training and personal formation of all the volunteer catechists in the parish programmes.
5. To develop leadership roles within all the sacramental programmes.
6. To regularly meet with catechists to review, prepare and develop programmes to be followed.
7. To evaluate all catechetical programmes and keep up to date with new resources as they become available.
8. To develop relations with and support the parents of those involved with catechetical programmes.
9. To support adult faith formation within the parish, so as to enable parishioners to become joyful missionary disciples.
10. To work and liaise with the safeguarding representative in the parish to ensure compliance with the diocesan rules and guidelines.
11. To participate in appropriate seminars, workshops and co-ordinators days etc. as arranged.
12. To deal with all the related administration (see detailed description of administration required) working collaboratively with the coordinator for Pastoral Ministry and other members of the Pastoral Team.
13. To work in conjunction with the parish priest and the parish community on catechetical matters.
14. General involvement in parish pastoral matters, as discussed and required by the parish priest.

Person specification: **Sacramental Co-ordinator**
Contract type: Permanent
Salary: £12 per hour
Hours of work: 17.5 hours per week to include evenings and weekends

Skills & Competencies

The Sacramental Coordinator needs to be or have:

1. a practising and involved Roman Catholic
2. Appropriate training and recent experience in catechetics
3. knowledge of church teachings
4. experience in formation and training;
5. already sharing in parish ministry
6. catechetical experience (RCIA ideal);
7. a facilitator, able to delegate;
8. Good ICT skills
9. Ability to work within a small, team comprised of volunteers and under the supervision of the Parish Priest.
10. Excellent organisational skills, able to prioritise and meet deadlines
11. Strong communication skills.
12. Ability to be innovative and instil enthusiasm into others.
13. Ability to maintain confidentiality
14. committed to adult education and evangelisation,
15. welcoming and sensitive to needs;
16. a sense of humour (essential).

Appendix A: Sacramental Programme Administration requirements

Key tasks:

1. **Publicity of programmes**
a. Programme dates need to be compiled and advertised in a leaflet, on parish notice board, in the newsletter, by email to the parish and on the parish website. (Proforma exist and need to be updated annually)
b. Reminders need to go into newsletter as dates of programmes draw close.

2. **Managing applications/bookings**
a. Application forms need to be updated and made available in the porch and also on the website
b. Completed applications need to be logged and filed
c. Bookings on Baptism and Marriage programmes need to be logged and contact details recorded. Numbers need to be tracked so that maximums are not exceeded.
d. Lists of people for the sacramental programmes need to be compiled
e. Personal data needs to be checked against parish database, updated and / or added to database.
f. Email groups for each sacramental programme need to be created.

3. **Communications**
a. Email communications need to be monitored regularly and more frequently as the date of a programme gets closer.
b. Messages received must be dealt with if within the scope of the administrator or relayed to the programme deliverer, pastoral assistant or Parish Priest. This must be done in a timely manner. The communication log can be used for all messages but urgent messages should be sent by email or by telephone call.

4. **Programme maintenance** this may be different for each programme
   Sacramental Preparation (General programme)
   a. Lists need to be compiled on the evenings of attendees with contact details, phone numbers and email addresses and which sacraments they are asking for.
   b. Groups of parents to set up and clear up the room to be arranged by rota and contacted to remind them before each session.
   c. These need to be logged and email groups set up and details checked against parish database.
   d. All data needs to be handled according to the General Data Protection Regulations (GDPR)

   Baptism Programme
   a. Cards for family details to be recorded need to be printed in time for Baptism courses (two per year)
   b. Attendee lists need to be provided for Deliverer and updated after sessions with actual attendance.
   c. The details need to be compiled in a database.
   d. Sacramental Passports need to be created for each attendee by the second session of the programme. This will include a certificate of attendance.
   e. Money for the sacramental programme needs to be collected and logged.
   f. Baptism certificates need to be created as and when the baptisms are booked with the priests.

   Reconciliation and Eucharist Programme
   a. Lists need to be compiled on the evenings of attendees with contact details, phone numbers and email addresses and which sacraments they are asking for.
   b. These need to be logged and email groups set up and details checked against parish database.
   c. Family chat dates agreed with Parish Priest need to be compiled, put on notice board and publicised at meetings and by direct email to group.

d. Photos of children for Communion picture board need to be collected and reminders sent to parents.
e. Picture board needs to be compiled with children's names on leaves.
f. Certificates for Reconciliation and First Communion need to be created and where requested so do Sacramental passports.
g. Attendance at Welcome Masses needs to be compiled and lists provided to Priest in time for the Mass.
h. First Holy Communion service sheet needs to be compiled for Mission Mass.

Confirmation Programme

This is similar to the First communion programme but the communication will be directly with the candidates following instructions from the programme leader.

a. Letters to potential candidates to be sent prior to the programme in the summer term. Applications need to be made available in the porch and on the parish website which needs to be updated with details of new programme, and dates also.
b. Lists need to be compiled attendees with contact details, phone numbers and email addresses and attendance sheets created.
c. These need to be logged and email groups set up and details checked against parish database.
d. Catechists database needs to be updated.
e. Programme packs need to be created ready for distribution to candidates and catechists by the progamme leader.
f. Reminders need to be sent to the candidates in advance of each meeting according to the directions of the Progamme leader
g. Identification of catechist availability for each session and reminders to be sent out.
h. Groups for sessions need to be compiled and lists printed out for the evenings to be displayed on noticeboards.
i. Attendance at sessions by the candidates needs to be logged.
j. Information required by Bishop needs to be supplied on request and date of confirmation needs to be circulated to candidates and parents.
k. Certificates for confirmation need to be created to be given to the candidates on the day of confirmation.
l. Other admin tasks as defined by the progamme leader.

Marriage Programme

a. Lists of booked attendees need to be provided to the deliverer.
b. Certificates of attendance need to be provided for the day of the course (two per year)

RCIA Programme

a. Manage communications with the Diocese about attendance at their events.
b. Complete and return any formal documentation that needs to be provided to the Diocese.
c. Make entries into parish registers after sacraments have been conferred.

5. **General Requirements**

a. Liaise with Sacramental programme deliverers, leaders, Parish Administrator and Priests as required in a timely fashion.

b. Maintain communications via email, parish communication log, by phone and face to face.

c. Maintain accurate records of time spent doing job and any expenses incurred for submission for payment.