

# Parish Sacramental Program Coordinator

**Position Level:** General Employee Level 4

**Position Type:** Un-averaged (40 weeks per year)

**Position Salary:** \$30.63 per hour

**Reports To:** Parish Priest, Religious Education Coordinators and Sacramental Team

**Location:** Our Lady of Perpetual Help Parish, North Belconnen

**Employment Term:** 10 Months

**Employment Status:** Part-Time 5 hours per week (0.3 FTE)

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## About the Position

The preparation for and celebration of the sacraments are key elements in the Religious Education Curriculum of a Catholic school and parish sacramental life. The full delivery of this significant component of the curriculum requires substantial coordination between the individual schools set within the boundaries of a parish. The role of the Parish Sacramental Program Coordinator is to directly support the Religious Education Coordinators and the School of Religion Program Coordinator to deliver the Sacramental Programs within large and complex parish structures. The role of this position is to attend to the administration and coordination of the parish sacrament program, namely: First Reconciliation, First Eucharist and Confirmation. The employee is responsible for the timely organisation of the sacrament program and is to be pastorally sensitive to the needs of those families involved in the program.

In collaboration with the Parish Priest, the two school Principals will jointly appoint the one most suitable candidate to the position. The employee will work closely with the Parish Priest, the Parish Pastoral Associate, the two Principals, the two Religious Education Coordinators and the School of Religion. The prime responsibility for the employee is to liaise with the Parish Priest on behalf of the Religious Education Coordinators and School of Religion regarding the preparation and celebration of the Sacraments for the first time. Due regard shall be given to the Principals, RECs and School of Religion especially in areas of pastoral concern for families involved in the programs. It is the responsibility of the Parish Sacramental Program Coordinator to maintain a high level of communication between parish and schools which engage them.

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## Duties (Administer The Sacramental Programs)

- Co-ordinate sacramental enrolment:
  - liaise with Parish Team, RECs (St. Michael's and St. Monica's Schools);
  - enlist practical help of volunteers;
  - prepare all enrolment material;

- advertise in school, parish, web newsletters – as well as at all local public schools; and -  
Send enrolment information to all Catholic families in Yr 3, Yr 4 & Yr 6.
  - Liaise with parents and attend to day-to-day sacramental queries. Issues of a pastoral nature are to be discussed, as appropriate, with Priests or school staff.
  - Provide RECs, Classroom Teachers, Priests, Principals, with up-to-date enrolment data.
  - Order Sacramental Materials i.e. Medals, Certificates etc.
  - Organise stoles for each sacrament.
  - Prepare Certificates.
  - Maintain Sacrament data base and booking system.
  - Prepare and organise materials for Parent Formation Nights.
  - Prepare and follow up Evaluations made of the various programs.
  - Meet with Parish Team, RECs and relevant classroom teachers prior to the preparation of each sacrament and after the celebration of each sacrament for a review.
  - Organise monthly meeting with Sacramental Program Team and Parish Priest.
  - Organise the allocations of preferences or timetable dates for all sacramental celebrations.
  - Coordinate roster of staff to assist in the celebration of the Sacraments.
  - Attend training where relevant.
  - Attend at all sacrament celebrations, including weekend masses if applicable.
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## Duties (Specific Sacraments) Eucharist

- Liaise with Parish Office to coordinate Parish Ministries involved in First Eucharist Masses (altar servers & music ministry) and with the Music Ministry and schools to select music.
  - Prepare seating labels and plans.
  - Work with the Parish Priest, Sacramental Team, and classroom teachers in setting up for the Masses and preparing the decorations.
  - Assist with the preparation of children for their roles in the Mass.
  - Organise Retreat Day(s) involving all students, including those not celebrating.
    - facilitate the content of the day,
    - catering,
    - preparation of venues, and
    - Liaising with volunteers and school staff who will provide assistance on the day.
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## Confirmation

- Liaise with the Archbishops office to:
  - In consultation with Parish Priest book the Archbishop;
  - negotiate a time for him to visit the candidates on the Retreat Day; and

- Forward important information such as liturgy outlines, time reminders, determine any special requests.

### **Organise Parents formation night**

- Organise photocopying of work booklets etc. with assistance from parish volunteers, REC's and teachers
- Assist with the running of practices.
- Organise Retreat Day(s) involving all students, including those not celebrating.
  - content of the day;
  - catering;
  - preparation of venues;
  - liaising with volunteers and school staff who will provide assistance on the day; and
- Prepare seating labels and plans.
- Work with the Parish Priest, Sacramental Team and classroom teachers in setting up for the Masses/liturgies and preparing the decorations.
- Order materials (stoles, pins, white cards etc.).
- Liaise with Parish Office to coordinate Parish Ministries involved in Confirmation Masses (altar servers & music ministry) and with the Music Ministry and schools to select music.
- Attend celebrations of Confirmation.
- Return White Cards to Secretary for registration

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### **Reconciliation**

- Work with the **Parish Office, and Sacramental Team** to prepare home booklets and other materials required for preparation and celebration.
- Organise in setting up for **Parent formation nights**
- Organise Reconciliation date preferences and inform families of their date for the reception of the sacrament.
- Inform RECs of children who did not attend allocated celebration (1st/2nd Rite)

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### **Key Liaisons**

The Parish Sacramental Program Coordinator (PSPC) is to work in conjunction with the:

- Parish Priest and Sacramental Team.
- Principals and RECs of St. Michael's Primary School and St. Monica's Primary School
- Parish School of Religion Co-ordinator.
- Classroom Teachers – where children are involved in the Sacramental Program.
- Parish Secretary/s and other staff members.
- Volunteers from the parish that assist with the Sacramental Program.

The PSPC is to liaise regularly, through email, phone and personal contact, with the people listed above.

The Parish Sacramental Program is parish based, with the Parish, Parish Schools and the Parish School of Religion working collaboratively throughout the year.

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## Skills, Experience and Qualifications

The ideal applicant will:

- Be an active member of a Parish Community
- Possess a strong desire to deepen their knowledge and understanding of the Sacramental life.
- Be able to work with close attention to detail.
- Possess the ability to work both collaboratively in teams and individually.
- Be proficient in Microsoft Office Suite and able to manage data records
- Possess a current Working with Vulnerable People (ACT) card
- Be pastorally aware and be able to accommodate pastoral needs where necessary

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## Application Requirements?

All applications must be submitted online via email. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position-based requirements set out in the position description. E.g. why would you be the best person for the position?

## Referees:

Provide three referees with their names and contact details.

## Working With Children

In the course of your employment, you will have direct contact with children, and it is therefore child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with the parish is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

For more enquires please call the parish office (02) 6241 3364 or send an email to [belconnennorth@cg.org.au](mailto:belconnennorth@cg.org.au)