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| *Insert Parish logo here* |

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| Position title: | Sacramental Program Coordinator | Position reports to: | *Parish Priest* |
| Positions reporting to this one: | Sacramental Program volunteers. | Other key relationships: | Pastoral Associate, Parish School |
| Position Purpose: | The Sacramental Program Coordinator forms children as members of the Catholic community. She or he implements the Sacramental Program for children in the Parish. | | |
| Qualifications and experience: | The following experience is essential for the Sacramental Program Coordinator:   * Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments. * Has an excellent knowledge of the Catholic faith and Church doctrine * Knows and supports the “four pillars” of catechesis: Creed, Sacraments, Christian Life and Prayer.   The following would be highly regarded:   * Undergraduate qualifications (completed or in progress) in youth ministry, theology, education or equivalent. * Previous experience in developing and delivering faith based programs and resources for children, youth or adults. * Demonstrated commitment to children, youth or adult faith formation. | | |
| Training: | * All volunteers must complete the Safeguarding Essentials online training module on an annual basis. * Roles which work directly with children and young people are required to complete the Working Safely with Children and Young People online training module every 3 years. * Please note: Volunteers aged 16-17 must provide parental permission prior to undertaking online training modules. Volunteers under 16 do not undertake online training modules. * Other training as directed. * Basic First Aid and Anaphylaxis training is highly desirable. | | |
| Conditions: | * This is a volunteer role. * Expected commitment is ……. hours a week/month. * Must hold a current Victorian Working with Children Check or Victorian Institute of Teaching registration. * Volunteers aged under 18 are exempt from the requirement to hold a Working with Children Check. * Must apply for a Police Check or provide a recent Police Check if applicable. | | |

| Skills and attributes: |
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| * Commitment to the safety of children, young people and vulnerable people * Motivated to work within the Catholic Church environment and a strong commitment to its values * Commitment to ongoing personal faith formation * Enthusiasm in sharing the Gospel message with young people * Non-judgemental and comfortable relating to people who are not practising Catholics * Is sensitive and confident working with people from different life and cultural backgrounds * Relates well to children and meets them where they are at, and understands that children joining the Sacramental Program will come from different places in their faith journey * Honesty and integrity * Reliability * Responsibility * Willingness to work collaboratively as part of a team * Planned and organised * Willingness to participate in learning opportunities e.g. induction, training and development * Able to communicate effectively and respectfully with others * Flexible and adaptable * Respect confidentiality and privacy * Able to confidently utilise relevant technology e.g. computers, internet, social media, website * Sensitive to issues of parental separation, access and custody, and collection of children |

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| Key Results Areas: | Key Duties: |
| Leads Sacramental Program | * Prepares Sacramental Program. * Reviews and prepares materials for Sacramental Program. * Meets with parents before Sacramental Program commences, checks baptismal certificates as appropriate. * Prepares and delivers classes. * Is available before and after classes to meet with parents or follow up with children. * Discusses issues with Parish Priest or Pastoral Associate and follows up with families if children stop attending. * Prepares children for confirmation, first communion, penance and reconciliation. * Prepares certificates. |
| Training | * As required assists training or formation of volunteers involved in Sacramental Program. |