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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.
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| 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.
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| 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.
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| 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.
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| Training | * As required assists training or formation of volunteers involved in Sacramental Program.
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