



Archdiocese
of Toronto

Ministry Position: **Sacramental Preparation Team Member**

Date Last Reviewed: **July 2019**

◆ **Position Overview**

The Sacraments of First Reconciliation, First Holy Communion and Confirmation are public celebrations of the Catholic faith and are of utmost importance in the life of the Church. The Sacramental Preparation Team Member shares in the Church's teaching on the Sacraments by preparing for the gathering, leading the preparation sessions and providing hospitality and a welcoming environment. The Sacramental Preparation Team Member shares a love for the Church, an understanding of the Sacraments and embodies the importance of Hospitality.

◆ **Activities/Responsibilities**

- Commit to the full process
- Prepare for gatherings and catechetical sessions based on the materials provided by the parish
- Gather the children and their parents and leads them through sessions (during parent/child gatherings and catechetical sessions)
- Share the faith accurately and seeks support, when necessary
- Liaise with the Sacramental Preparation Coordinator on an ongoing basis to receive suggestions and/or feedback
- Attend and participate in the liturgical celebrations when available
- Present for team meetings and training sessions as required
- May present formation session to parents if necessary and comfortable

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:
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◆ **Skills, Experience and Qualifications**

- Fully initiated member of the Catholic Church in good standing
- Must be at least 18 years of age
- Has been an active member of the parish for at least 2 years



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- Familiar with the Parish Resource provided by the Catholic Office of Religious Education
- Possesses a good knowledge of the teachings of the Catholic Church
- Can relate effectively and communicate clearly with others, especially children, youth and their families
- Must have good presentation skills
- Ability to facilitate meetings and group dynamics
- In cases of emergency, knows contacts and/or procedures
- Must be willing to participate in current and ongoing formation

◆ Personal Traits and Qualities

- Desires to serve the community and to commit time and talents to this ministry
- Needs to be a person of prayer
- Helpful, supportive and non-threatening attitude.
- Comfortable with being accountable and is sensitive to the observance of proper boundaries
- Honest, dependable and can maintain strict confidentiality
- Demonstrates a spirit of generosity and creativity

◆ Screening Requirements

This is a High Risk/Position of Trust.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked
- Complete a Police Information Check
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years
- Participant follow-ups may be conducted

◆ Orientation and Training

Standard parish orientation program, including AODA training. Training and formation provided by Sacramental Preparation Coordinator. Workshops and Seminars provided by the Office of Formation for Discipleship.

◆ Participant Group



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Children and their Parents involved in the Immediate Preparation for First Holy Communion, First Reconciliation and/or Confirmation, and other Sacramental Preparation Team Members.

◆ **Support, Supervision and Evaluation**

The Sacramental Preparation Coordinator is the first level of support, supervision and evaluation.

◆ **Length of Ministry Appointment**

One (1) year term with the ability to renew.

◆ **Benefits and Working Conditions**

- Will directly contribute to children's spiritual development
- Will further develop facilitation skills
- Opportunity to perform community service and gain experience for the purpose of school or career advancement
- Must be able to attend the orientation session and training sessions as required
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **Sacramental Preparation Team Member** currently practised at, **Click here to enter Parish name.**

Pastor's Signature
(Click here to enter the
Pastor's name)

**Parish Volunteer Screening
Coordinator's Signature**
(Click here to enter the
Coordinator's name)

Date

Prepared by: Archdiocese of Toronto, Volunteer Screening Department