



St. Ignatius of Loyola Church

5222 North Bend Road, Cincinnati, Ohio 45247 • 513.661.6565 • sainti.org

COORDINATOR of SACRAMENTS for YOUTH

I. IDENTIFYING INFORMATION

Position Title: Coordinator of Sacraments

Status: Part-time, Non-Exempt

Reports to: Director of Evangelization

II. PRIMARY FUNCTION OF THIS POSITION

Coordinate the reception of sacraments of First Reconciliation, First Communion, and Confirmation each year for approximately 240 youth of the parish. Catechize young children who wish to become Catholic, and periodically review the baptism and marriage preparation programs for continued relevance.

III. POSITION CONTENT

A. First Reconciliation

1. **Educate parents on the Sacrament of Reconciliation, support school and PSR teachers and homeschool families in preparing the students, plan the First Reconciliation Service**
 - Host Parent Night (September)
 - Determine if anyone needs special preparation, including Baptism
 - Sheep and Banner preparation (October)
 - First Penance Service (December)
 - Luncheon for Priest (December)
 - Video for the parish encouraging reception of the sacrament

B. First Communion

2. **Educate parents on the Sacrament of the Eucharist, support school and PSR teachers and homeschool families in preparing the students, plan the three First Eucharist Masses.**
 - Coordinate First Eucharist Family Day to accommodate all the families (February)
 - Liturgy planning (Spring)
 - Prepare programs (April)
 - Schedule Photographer (November)
 - Assist teachers at First Communions (April/May)

C. Confirmation

3. **Educate parents on the Sacrament of Confirmation, support school and PSR teachers along with homeschool families in preparing the students, support the youth minister in hosting a Confirmation retreat, and coordinating the Confirmation liturgies with the Cathedral staff.**

- Create Confirmation folders for each student (summer)
- Host parent night (Fall)
- Determine if anyone needs special preparation including baptism and communion
- Communicate with the sponsors, collect forms and letters from approximately 120 sponsors
- Coordinate Confirmation Commissioning (October)
- Coordinate Confirmation scheduling with the AoC (January)
- Co-coordinate the Confirmation Retreat (March)
- Coordinate Confirmation interviews and conduct interviews (February)
- Parent communication
- Confirmation practice live or via creation of a video (March)
- Plan and attend Confirmation liturgies including program creation, music, photography, food, procession details, seating assignments (March/April)
- Facilitate Bill Grimme Award (May)

D. Rite of Christian Initiation for Children

4. Reach out to school families who are not Catholic and to all parish families who have missed sacraments.

- Host sessions as needed, typically a summer program of five to nine sessions; school year program during study hall of eight to ten sessions; and a pre-school baptism class held two to three times a year.

E. Oversee the baptism and marriage prep classes

- Review the programs periodically and make changes as needed
- Update the website as needed.

F. Co-Coordinate a Post-Marriage Wedding Ministry

- This is a new initiative from the Vatican and responsibilities are still unfolding.

G. Worship Commission

- In the absence of a chair of the Worship Commission, responsibilities have included meeting notifications and communication, assisting with agenda setting, recording meeting minutes, and several action items.

IV. POSITION SPECIFICATIONS and REQUIREMENTS

A. SKILLS, KNOWLEDGES AND/OR ABILITIES

- Belief in Jesus as Savior and practicing Catholic in good standing with the Church
- Desire to serve God and others
- Ability to communicate clearly and effectively with a wide range of people and groups
- Must have a thorough knowledge of the teaching of the Catholic Church and familiarity with its structure, functions and institutions
- Must have a high degree of proficiency in knowledge of the sacraments of the church, organization and planning, coordinating events, working with many different groups of people to bring events together, written and verbal communication skills, and attention to detail.
- Must be open to the Holy Spirit
- Ability to present one's self professionally
- Detail and deadline oriented with strong organizational skills
- Dependability
- Team player
- Flexibility around changes in job responsibilities and new concepts, as needed
- Excitement for the vision and mission of St. Ignatius
- Volunteer or professional experience in a church setting
- Great communication and interpersonal skills, especially when building trust with children
- Passion for sharing biblical, gospel-centered messages to young people
- Creativity and willingness to try new things to reach kids, teens, and young adults with gospel.
- Excellent organizational skills for managing events and teams of people.
- Availability and flexibility to work evenings, weekends, and sometimes long hours.

- Microsoft Office-Word, Excel, Power Point, and/or Google Office-Docs, Sheets, Forms, Presentations
- Scheduling large groups
- Training volunteers for specific duties
- Must have a working knowledge of:
 - Catholic teaching
 - Tenets of the faith
 - USCCB Directory for Catechesis
 - Evangelization efforts
 - Archdiocesan Youth Legal and Liability processes
- Must have a high degree of proficiency in:
 - Organization
 - Planning
 - Leadership
 - Teamwork

B. EDUCATION, TRAINING AND/OR EXPERIENCE

- Bachelor's Degree in Theology, Education, or Business is preferred.
- AoC catechetical certification required, or willingness to become certified
- Minimum of 3 years catechetical experience in a pastoral setting preferred
- Successful completion of Safe Parish and background check is required
- The ideal candidate would have experience working with kids, teens, and families, understanding the value of building genuine relationships with young people
- The ideal candidate would have some level of Biblical education or certification.

V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

- Responsible for overseeing the reception of the Sacraments of First Reconciliation and First Communion of approximately 120 second graders of the parish.
- Responsible for overseeing the reception of the Sacrament of Confirmation of approximately 120 seventh graders of the parish.
- Responsible for providing a Confirmation Commission each year.
- Responsible for providing a Confirmation retreat each year.
- Responsible for providing a First Eucharist Family day each year.
- Responsible for catechesis of children ages 4-17 who wish to become Catholic.

VI. WORKING ENVIRONMENT

- Shared office space with laptop and monitor provided.
- Evening and weekend work will be required as it pertains to programs and events taking place
- Work with all staff and parishioners

Maintain office and storage spaces in Parish Office, as well as PSR office and storage in school.

Employees of St. Ignatius will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency, and adhere to the policies of St. Ignatius. Employees will not publicly oppose the teachings of the Catholic faith, nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati, or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration, or writing, including the use of social media or other digital technologies.