

## **Sacramental Coordinator Job Description**

**For the**

**Eastside Family of Parishes of S-09 which include:**

**St. Cecilia Catholic Church      and**  
**3105 Madison Rd.**  
**Cincinnati, OH 45209**

**St. Mary Catholic Church**  
**2853 Erie Ave.**  
**Cincinnati, OH 45208**

**Title:** Sacramental Coordinator  
**Classification:** Full time, Non-Exempt, 12 months  
**Reports to:** Director of Catechesis and Evangelization

### **PRIMARY FUNCTION**

The Eastside Family of Parishes, which includes St. Cecilia Oakley and St. Mary Parish Hyde Park, is looking to hire a Sacramental Coordinator to continue to support the full initiation of the region's children into the Catholic Church. The primary objective of this role is to assist in the coordination of the sacraments of Baptism, First Reconciliation, First Communion, and Confirmation. This role includes collaborating on the strategic goals of the Office of Catechesis and Evangelization, providing sacramental catechesis and direction to parents pursuing baptism for their child, administrative assistance to the Children's Faith Formation programs, and overseeing the Office's supply needs.

### **ESSENTIAL JOB FUNCTIONS**

1. Collaborates with the Catechesis and Evangelization team to provide a variety of catechetical and evangelization initiatives to adults and families at different stages along the path of discipleship to the parish.
  - Participates in weekly staff meetings.
  - Assists the team with coordinating seasonal liturgical events, devotional prayer opportunities, bible studies, etc.
  - Participates in the Catechesis and Evangelization Commission Team.
  - Assists with short and long-term planning in accordance with the overall vision of the Family of Parishes
2. Baptism
  - Provides monthly Sacramental Catechesis for Families preparing for Infant Baptism.
  - Coordinates and schedules Infant Baptisms with Parish staff and families. Ongoing communication with families preparing for Baptism.
  - Collects all baptismal documentation to be recorded in permanent records to staff and to families, and inputs data into Gabriel
3. First Reconciliation/First Communion/Confirmation
  - Collects documents and records data for the children's sacraments (i.e. baptismal certificates for 1<sup>st</sup> Communion, sponsor forms and saint names for Confirmation)
  - Creates active spreadsheets with data from sacramental registrations
  - Assists in preparing details and materials for services, sacramental Masses, retreats, rehearsals, parent meetings and photography sessions(i.e. signups and seating charts for First Communion Masses, supplies for retreats, etc.)
  - Enters sacramental data into Gabriel and prepares documentation for the sacramental records of the Eastside Family and the student's baptismal parish

#### 4. Children's Faith Formation

- Creates active spreadsheets with data Family of Faith registrations
- Works with the Director of Catechesis and Evangelization to facilitate the organization and orchestration of the monthly Family of Faith Program (i.e. ordering textbooks, unlocking and setting up classrooms, organizing food and drinks for attendees, etc.)
- Places theology textbook order for St. Mary School each spring

#### 5. Additional Responsibilities

- Orders all supplies for the Office of Catechesis and Evangelization
- Maintains copier and supplies, i.e. toner.
- Orders coffee and supplies for Marian Room.
- Tracks credit card expenses and provides documentation for the bookkeeper.
- Maintains compliance with SafeParish

#### QUALIFICATIONS

- Practicing Catholic who strives to live a life guided by the Gospel, rooted in regular personal prayer, and lived out in the Catholic faith community.
- Formation in the Catholic theological tradition
- Experience in planning, prioritizing, organizing, and managing multiple projects simultaneously through project management process.
- Superb attention to detail, organization, and problem solving skills
- Strong public speaking skills.
- Effective communication and a commitment to providing optimal customer service
- Ability to shift between working collaboratively as part of a team and functioning independently in a self-directed timeline.
- Working knowledge of the following: Microsoft Office Suite, Google Business Suite, Gabriel. Ideal candidate will have experience with eCatholic and Flocknote.

#### OTHER REQUIREMENTS

BA required. Catechist certification preferred (or the potential to complete within the first year). Candidates should have between 1-3 years of experience working in a parish setting, preferably with some prior experience in an administrative role.

#### WORKING ENVIRONMENT

This position requires frequent evening, weekend, and off-site work.

#### SALARY:

Commensurate with qualification and experience, full-time salary with full Archdiocesan benefits package.

Please email your resume, cover letter, and three professional references to our Director of Catechesis and Evangelization, Haley Metzger at [hmetzger@eastside.org](mailto:hmetzger@eastside.org). Anticipated starting date: May 28, 2024.

Employees of the Eastside Family of Parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Eastside Family of Parishes.. 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.

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**Employee Signature**

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**Date**

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**Pastor Signature**

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**Date**