

PARISH:

POSITION TITLE: *Pastoral Assistant  
for Sacramental  
Preparation*

NAME:

REPORTS TO:

DATE:

GRADE:

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## **I. GENERAL SUMMARY OF POSITION PURPOSE:**

Provides parishioners sacramental preparation for the sacraments of Baptism, First Penance, First Eucharist, Confirmation and Marriage.

## **II. ESSENTIAL POSITION DUTIES:**

- A. Collaborates with the Pastoral Leader, staff, and consultative groups in implementing the mission of the parish.
- B. Assures the development and implementation of a catechetical process to prepare members of the parish and their families to receive these sacraments: Baptism for infants and children; First Penance, First Eucharist, Confirmation and Marriage.
- C. Assures the recruitment, training, motivation, support and evaluation of parish volunteer sacramental preparation teachers, aides and other support personnel necessary to accomplish the goals and objectives of the Sacramental Preparation Program. Facilitates opportunities for volunteers to develop and enhance their personal faith growth.
- D. Assures parents are invited, involved, trained and supported in their children's sacramental preparation programs.
- E. Assists the Pastoral Leader in preparing persons interested in marriage. Meets with prospective couples and completes an initial assessment; assists in the selection of resources for couples and working with the Tribunal as appropriate.
- F. Develops and administers sacramental preparation budget as delegated by the pastoral leader.
- G. Assures collaboration with parish school Religious education curriculum, particularly regarding RCIA (Rite of Christian Initiation Adapted for Children and Youth), First Eucharist and First Penance. Coordinates the parish religious

education curriculum with the school's curriculum and serves as a resource to the Principal and teachers.

- H. Collaborates with the High School RE Coordinator in developing and implementing the Confirmation Program.
- I. Assures the purchase and allocation of all materials and equipment for the Sacramental Preparation programs, including textbooks, audio-visuals materials, general supplies and all other resources necessary to implement the catechetical programs, within the budget guidelines.
- J. Assures the development and maintenance of a record-keeping system for the Sacramental Preparation Program.
- K. Maintains a current level of knowledge and skills required to function as a Pastoral Assistant for Sacramental Preparation through reading appropriate materials and attending workshops and conventions. Participates in regional, Archdiocesan and national organizations, as approved and as appropriate.

**APPROVED:**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_