



Paroisse Notre-Dame-de-Lorette Parish



www.notredamedelorette.info

1282, chemin Dawson Road
LORETTE MB R5K 0T2

info@notredamedelorette.info
☎ 204-878-2221

TITLE: Catechetical Coordinator / Sacramental Coordinator, **English Sector** ANNEX A

TYPE OF EMPLOYMENT: Contract, part-time, (self-assigned, minimum 8 hours/week). Negotiable for the ideal candidate.

DEPARTMENT: Pastoral Services

ÉCHELLE SALARIALE: According to the parish's current salary scale

SUPERVISEUR: Parish priest, Father Jorge Mario de los Rios Londoño

CATECHISM

- Ensure the continuity of catechesis and sacraments, as well as catechists and homeschooling parents for the English-speaking sector.
- With the pastor's support, ensure that there are catechists and assistants for each age group, as needed. If necessary, find qualified substitutes.
- Before the end of the school year, send to the parents who have children enrolled in catechism, registration forms for the following session. Maintain and update registrations.
- Take registrations and registrations for sacraments in the parish.
- Recruit, train, and support catechists and volunteers, ensuring they have the required qualifications and receive ongoing training.
- Ensure everyone adheres to the code of ethics and the safe environment program. Work with the priest to implement and update the Diocesan Catechetical Policy in the parish
- Serve as the liaison between parents and catechists regarding needs, pastoral dialogue, discipline, and any other concerns.

SACRAMENTAL PREPARATION

- In collaboration with the Bishop's office, prepare schedule for the sacrament of Confirmation (if there is one that year.)
- In collaboration with the parish priest, set dates for sacramental preparation meetings and dates for the sacraments of Reconciliation and Communion. Reserve rooms, prepare / purchase necessary material and resources and inform parents of the details. Organize the registration of young people for the sacraments and lead, or find someone to lead, parent and children's meetings.
- Recruit and support volunteers in the preparation and celebration of the sacraments (Reconciliation, Communion, Confirmation). Accompany teams for the mini-retreat if there is one. Organize the visit at the archdiocese for the confirmation candidates. Oversee the preparation and distribution of certificates. Handle administrative tasks such as drafting letters, certificates, etc.

FAITH DEVELOPMENT

- Collaborate with the pastor and leadership teams in planning parish activities and events. Encourage families to participate in faith-related events and adult and family formation programs. Promote a sense of community and fellowship.
- Attend diocesan catechesis meetings. Serve as a liaison between the diocesan catechesis sector and our parish. Commit to ongoing personal formation and stay informed about new developments in catechesis in the diocese.



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COMMUNICATIONS AND EXTERNAL COLLABORATION

- Ensure that all information regarding sacraments received is sent to the parish secretary for entry in the parish register.
- Prepare announcements for the parish bulletin and the parish's social media platforms.
- Communicate and collaborate regularly with the pastor and the PPC. Attend parish group meetings as needed.
- Prepare and send all communications and newsletters to children and parents.

GENERAL INFORMATION

- Submit timesheets and expense reports.
- Prepare an annual budget for each service.

ANNUAL ACTION PLAN

- Prepare or review the annual action plan with the priest to achieve the above results and to conduct a self-assessment.

KEY QUALIFICATIONS

- The ideal candidate is committed to their Catholic faith and has a background that demonstrates skills in facilitating and teaching.

Furthermore, he/she must be able to:

- Motivate the people with whom they will be working: coordinators, catechists, and parents.
- Possess the necessary charisma to gather and lead a group of adults and/or children.
- Have a good understanding of the teachings of the Church, Scripture and liturgy.
- Be proficient in basic computer skills (email, word processing, spreadsheets, PowerPoint presentations).

Forward your resume and cover letter to the parish office at info@notredamedelorette.info.

This posting will remain active until it has been filled.

Only those selected for interviews will be contacted.