



Archdiocese of Regina

BAPTISMAL PREPARATION TEAM MEMBER

Overview

The Baptismal Preparation Team Member is called to share the Church’s teaching on the sacrament of baptism by getting ready for and leading the sacramental preparation sessions. The team provides a faith-filled and welcoming environment for participants.

Activities/Responsibilities

- Commits to the full process.
- Prepares for gatherings and catechetical sessions based on the materials provided by the parish.
- Gathers parents and godparents and leads them through sessions (during gatherings and catechetical sessions).
- Shares the faith accurately and seeks support, when necessary.
- Liaises with the Baptismal Preparation Coordinator on an ongoing basis to receive suggestions and/or feedback.
- Attends and participates in the liturgical celebrations.
- Is present for team meetings and training sessions as required.

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:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church.
- Must be at least 18 years of age.
- Is known in the parish community, participates in parish life and is of good character.
- Has attended the parish for at least 2 years.
- Is familiar with the Parish resources.
- Possesses a good knowledge of the teachings of the Catholic Church.
- Can relate effectively and communicate clearly with others.
- 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

(The following description may be of assistance to those considering this position)

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

Orientation and Training

- Training and formation provided by Baptismal Preparation Coordinator.
- Workshops and Seminars when they are provided.

Participant Group

- Parents and Godparents involved in the preparation for Baptism and other Baptismal Preparation Team Members.

Support, Supervision, and Evaluation

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

Length of Ministry

- ____ year term.

Benefits and Working Conditions

- Will enhance personal growth of faith.
- Will further develop facilitation skills.
- Opportunity to perform community service and gain experience for the purpose of school or career advancement,
- This is a volunteer position requiring a time commitment of ____ hours per week or ____hours per month.
Must be able to attend orientation session, training sessions and regular meetings.

Screening Recommendations

- This is a General Security position.
- Completion of a Volunteer Information Form is required.
- Training and orientation are required.
- There will be supervision by the Pastor and/or his designate.
- Participant follow-up will be conducted.

This ministry position description accurately reflects the Ministry of Baptismal Preparation

Team Member currently practiced at _____ Parish.
(Parish Name)

Parish Volunteer Screening Committee

Pastor or his Designate

Date

*Prepared by the Archdiocese of Regina
Adapted from the Archdiocese of Toronto*

