



## Archdiocese of Regina

### **BAPTISMAL PREPARATION COORDINATOR**

#### **Overview**

Under the direction of the Pastor and in cooperation with the Pastoral Team and the Baptismal Team, the Baptismal Coordinator organizes and facilitates the preparation of parishioners to celebrate the sacrament of baptism. The Baptismal Preparation Coordinator shares a love for the Church, an understanding of baptism as a Sacrament of Initiation and embodies the importance of hospitality.

#### **Activities/Responsibilities**

- Commits to the full process.
- Maintains a current list of Baptismal Preparation Team Members.
- Maintains contact list of parents wanting to participate in the baptismal preparation..
- Ensures any changes in the list of Baptismal Preparation Team Members are communicated promptly to the Parish Volunteer Screening Committee.
- Implements the Baptismal Preparation process as developed in consultation with the Pastor.
- Recruits, trains, supervises and evaluates Baptismal Preparation Team Members.
- Ensures that appropriate materials are available for the program and recommends the purchase of required resources to the Pastor.
- Collects registrations and baptismal certificates and completes all administrative work.
- Assists in setting dates and preparing for liturgies.
- Facilitates information and parent meetings for baptismal preparation.
- Ensures that a prayerful spirit prevails throughout the Preparation process.
- Is responsible for replacement of Baptismal Preparation Team Members as necessary.
- Meets with families who are unable to attend meetings and/or gatherings.
- Arranges for certificates and for names to be recorded in the Parish registers.
- Collaborates with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish process.
- Is responsible for the periodic evaluation of all aspects of the process.
- Attends and participates in the liturgical celebrations.
- Schedules and is available for all team meetings.

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:**

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### **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.
- Formal studies or training in the area of theology, religious education or pastoral ministry is recommended.
- Has appropriate leadership, organizational and facilitation skills and the ability to implement programs.
- Is able to coach, delegate, foster open communication, develop team dynamics and support the gifts of others in ministry.
- Can relate effectively and communicate clearly with others.
- 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.
- Desires to develop a deeper understanding and appreciation of the sacraments and their celebration.
- Has a helpful, supportive and non-threatening attitude.
- Honest, dependable and can maintain strict confidentiality.
- Has the ability to work independently or as part of a team.

- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a willingness to work with the Pastor, Pastoral Team and Baptismal Preparation Team to ensure the ministry is conducted with efficiency, decorum and reverence.
- Pays close attention to detail.
- Has a spirit of generosity.

## **Orientation and Training**

- Training and formation provided by Pastor and/or the Archdiocese of Regina.
- Workshops and Seminars when they are provided.

## **Participant Group**

- Parents involved in the preparation for Baptism, Sponsors and Baptismal Preparation Team Members.

## **Support, Supervision, and Evaluation**

- The Pastor and/or Pastoral Team are 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 leadership, training and 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**

**Coordinator currently practiced at \_\_\_\_\_ Parish.**  
(Parish Name)

\_\_\_\_\_  
Parish Volunteer Screening Committee

\_\_\_\_\_  
Pastor or Designate

\_\_\_\_\_  
Date

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