

# Diocese of Sacramento

## JOB DESCRIPTION

<b>PARISH:</b> St. Francis of Assisi Parish	<b>POSITION STATUS:</b> Part Time
<b>POSITION:</b> Sacramental Ministry Coordinator	<b>SCHEDULE:</b> 15 hours per week
<b>CATEGORY:</b> Non-Exempt	

**SUPERVISOR:** Pastor

**JOB SUMMARY:** Coordinate sacramental ministries of the parish under the direction of the Pastor and in coordination with staff and volunteer program leaders.

### ESSENTIAL FUNCTIONS:

1. Respond to requests received by telephone, email, or online for information regarding baptisms, funerals, weddings, and sacramental preparation (RCIA, Confirmation, First Communion).
2. Schedule baptisms, weddings, funerals and related required meetings in coordination with the Pastor, Music Director and appropriate volunteers.
3. Coordinate with Faith Formation leaders and School staff for parish celebrations of Confirmation and First Reconciliation/First Communion.
4. Coordinate with RCIA team regarding rites in church.
5. Record all weddings, baptisms, funerals, First Eucharist, and Confirmations in a timely fashion in church registers according to diocesan procedures. Prepare and send notifications of sacraments received to parishes of baptism. Issue certificates of sacraments received.
6. Update existing sacramental records with information received from other parishes or diocesan tribunal offices.
7. Respond to requests for Baptism, First Communion, Confirmation or Marriage certificates.
8. Update website content as needed in coordination with staff responsible for the website.
9. Participate in regularly scheduled staff meetings.

10. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education:** High School Diploma, college recommended.

**Experience:** Two years of increasingly responsible managerial experience; parish ministry experience preferred.

**Skills / Knowledge:** Practicing Catholic with basic knowledge and understanding of the Catholic Church; Proficient in Microsoft Word, Excel, Adobe, and Outlook; excellent phone and email skills; good organizational skills; ability to maintain strict confidentiality; professional temperament and appearance; ability to communicate effectively orally and in writing; ability to work with a variety of personalities and cultures; ability to work in a team-oriented environment; ability to handle multiple assignments consecutively; open to ongoing training; ability to take initiative.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE