

*The **Sacramental Coordinator** is a Pastoral Associate for Faith Formation who is responsible for coordinating the process of formation and celebration of any combination of the following sacraments:*

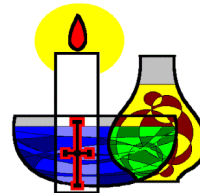
- 1) The immediate preparation for Infant Baptism*
- 2) The Rite of Christian Initiation of Adults*
- 3) The immediate preparation for First Reconciliation and First Eucharist*
- 4) The immediate preparation for Confirmation*
- 5) The immediate preparation for Marriage*



### **1. Infant Baptism**

The Sacramental coordinator:

- Works with the pastoral staff to see that parish and diocesan procedures are followed in regards to the preparation for, celebration of, and recording of infant baptism in the parish registry.
- Recruits and provides for the training of a parish baptismal team
- Works with the baptismal team to develop a model of baptismal catechesis
- Oversees the scheduling and implementation of baptismal catechesis
- Resources the baptismal team.
- Oversees any additional work of the baptismal team which may include participation in the celebration of the Sacrament and /or any followup with families.
- Connects with the parish evangelization team and pastoral associates for faith formation to assure families of infants a smooth transition into parish life.



### **2. The Rite of Christian Initiation of Adults**

The Sacramental Coordinator:

- Works with the pastoral staff to see that parish and diocesan procedures are followed in regards to the preparation for, celebration of, and recording of initiation in the parish registry.
- Serves as the parish liaison to the diocese regarding Christian Initiation.
- Recruits and provides for the training of a Christian Initiation (RCIA) team.
- Oversees the scheduling and implementation of all aspects of the RCIA, including the periods and the rites associated with them.
- Oversees recruitment and formation of the ministries in the RCIA (catechist, sponsor, etc.).
- Leads the team in discernment of catechumens/candidates as they progress

- Works with presider, musicians and any others involved in the liturgical rites of the RCIA.
- Works with pastoral staff in the formation of the assembly for their ministry in the RCIA.
- Works with the pastoral staff in assuring a smooth transition of neophytes through mystagogy and beyond.

### 3. First Reconciliation and First Eucharist



The Sacramental Coordinator:

- Works with the pastoral staff to see that parish and diocesan procedures are followed in regards to the preparation for, celebration of, and recording of the sacrament (Eucharist) in the parish registry.
- Oversees the scheduling and implementation of one parish program of immediate preparation for First Reconciliation and First Eucharist for children and their families who are part of the parish catechetical program, the Catholic school (if applicable), as well as children who are catechized at home.
- Serves as the liaison between the parish catechetical leaders, parish staff, school personnel, the diocese and families for sacramental preparation issues.
- Recruits, resources, and provides for the formation of a sacramental preparation team (catechists, retreat leaders, hospitality ministers, art/environment ministers, etc).
- Oversees the work of the sacramental preparation team in implementing the chosen model of sacramental preparation and celebration.
- Resources families through gathered and non-gathered means.
- Is responsible for clearly communicating policies, guidelines, procedures and any other expectations of all parties involved in the sacramental preparation program
- Provides for the sacramental preparation of children and/adults with special needs and their families or who are in unique situations.
- Works with the parish evangelization teams and pastoral associates for faith formation to assure marginal families a smooth transition into parish life.

### 4) Confirmation



The Sacramental Coordinator:

- Works with the pastoral staff to see that parish and diocesan procedures are followed in regards to the preparation for, celebration of, and recording of Confirmation in the parish registry.
- Oversees the scheduling and implementation of one parish program of immediate preparation for Confirmation for youth and their families who are part of the parish

catechetical program, the Catholic high school as well as those who are catechized at home.

- Serves as the liaison between the parish catechetical/youth ministry leaders, parish staff, school personnel, the diocese and families for Confirmation issues.
- Recruits, resources, and provides for the formation of a sacramental preparation team (catechists, retreat leaders, hospitality ministers, art/environment ministers, etc).
- Oversees the work of the sacramental preparation team in implementing the chosen model of Confirmation preparation for teens and adults.
- Resources families and sponsors through gathered and non-gathered means.
- Is responsible for clearly communicating policies, guidelines, procedures and any other expectations of all parties involved in the sacramental preparation program
- Provides for the sacramental preparation of teens and/adults with special needs and their families.
- Collaborates with parishes in cluster or region in planning for the celebration of Confirmation or in other inter-parish experiences during the preparation.
- Works with the parish evangelization team and pastoral associates for faith formation/youth ministry to assure the newly confirmed a smooth transition into parish life after Confirmation.

## 5) Marriage



The Sacramental Coordinator:

- Works with the pastoral staff to see that parish and diocesan procedures are followed in regards to the preparation for, celebration of and recording of marriage in the parish registry
- Recruits and provides for training of a parish Pre-Cana team or marriage “mentors”, or coordinates a parish’s participation in the diocesan Pre-Cana program
- Oversees the scheduling and implementation of marriage preparation
- Oversees the scheduling of rehearsals, including the training and scheduling of rehearsal leaders
- Works with couples, presider, musicians and others involved in planning the Rite of Marriage
- Works with the parish evangelization team to assure couples a smooth transition into parish life.