

Refreshing our commitment

Ministry Grouping	SACRAMENTAL PREPARATION
Ministry	Sacramental Preparation Leader (lead catechist)
Primary Purpose	To ensure the Parish Community has access to appropriate Sacraments throughout the year through prayerful preparation and catechesis.

As leader of this Group, you are not necessarily expected to carry out any individual ministry lying within it, but are warmly invited to offer your gifts to such ministries within this Group or others as your time permits.

Role:

You will have a specified number of ministries within your allocated Group (Baptism preparation (adults and infants), First Holy Communion, Confirmation, Marriage, Reconciliation, Anointing, Funerals)

Your role is to

- Develop catechesis in the parish
- Act as the link between volunteers involved in all aspects of catechesis and ministries and the Parish Committee
- guide and champion the work of the ministries within your Group, identifying training and development opportunities available,
- have regular contact with the various ministries – singly or as a Group - so you are advised of progress and future initiatives of the ministries, be made aware of major issues affecting them and, with the assistance of the Parish Coordinator as required, try to resolve any co-ordination issues between the ministries and between other Parish Groups.
- identify new people who may be developed to perform your role or those of the various ministries in your Group as required so that the needs of the Parish are met continuously.

You will be a member of the Parish Committee and will share in its work in advising the Parish Priest of relevant issues and in the continued development of the Parish. You will relay and champion the decisions of the Parish Committee within your Group.

What does it involve?

1. To ensure any key issues affecting the Parish are made known to the Parish Priest and Parish as appropriate in a coordinated way throughout the year and responding to any issues raised by him.
2. To make sure that the numbers of those receiving Sacraments are recorded accurately as required by the diocese and available for future reference
3. To present reports for the Sacramental Preparation Group to the Parish Annual Meeting and periodically as required to the Parish Committee
4. To offer encouragement and guidance to the coordinators within the Sacramental Preparation Group as necessary.
5. To maintain contact with the coordinators of each ministry within the Group to be advised of progress, future activities and significant issues.
6. To attend meetings of the Parish Committee and work with the other members of the Parish Committee in advising the Parish Priest and in the development of the Parish
7. To act as a sounding board for the coordinators within the Sacramental Preparation Group and assist in resolving any co-ordination issues between

the different ministries and, through the Parish Coordinator as necessary, with other ministries within other Parish Groups.

8. To identify and develop potential new members to the Sacramental Preparation Group and identify and arrange for training and development needs of existing and potential new members.

Gifts required:

- Fundamental understanding of the grace of the Sacraments and ability to provide leadership, guidance and encouragement to the coordinators within the Group in their ministries.
- Sensitivity and ability to touch people seeking to return to church or strengthen the commitment to their faith
- Logical and well-organised (especially in ensuring that returns to the Diocese are made (by the coordinators) as required.
- Able to lead through collaborative and informal working rather than formal structures and sanctions

Time required (average weekly/monthly)	4 hours weekly plus attendance of Parish Committee meeting and any Diocesan training or workshops
Likely peaks in time commitments:	Periods leading to Holy Communion, Confirmation, Lent. Easter, Advent and Christmas
How long would I need to commit for?	Ideally, 3 years with an opportunity to review the role after 6 months
Location:	Church/Parish office
Responsible to:	Parish Priest
Other key relationships:	All those fulfilling ministries within the Group, Parish Administrator, SVP Coordinator, Communications Leader, Parish Coordinator
Support available:	Diocesan training, St. Gregory Society, Parish Priest, deanery

Sacramental Preparation Leader

Yes this is for me

I'd like to know more

Signed

Name

Contact details

Please return to the parish office or in the Refreshing our commitment box in the narthex.