



Faith Formation Commission
Baptism Preparation Coordinator
Position Description

Reports To:

Director of Faith Formation

Ministry Purpose / Objective:

To provide an enriching sacramental experience for the people of Immaculate Conception Church preparing for the Baptism of a child in accordance with the *General Catechetical Directory*, *National Catechetical Directory*, *The 1983 Code of Canon Law*, diocesan and parish guidelines.

General Responsibilities of All Ministry Coordinators:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with ministry guidelines and General Parish Procedures, especially facility usage.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Recruits new ministry members, using bulletin announcements, Gathering Area Monitor, etc.
- Confirms with parish secretary that volunteer is a registered member of Immaculate Conception before an individual joins the ministry.
- Responds to inquiries from prospective ministers, (verbal, email, telephone, Time & Talent sheets, interest sheet on back of registration form) regarding the ministry within ten business days.
- Maintains accurate records to provide ministry specific input for (see templates):
 - Quarterly Stewardship Bulletin Report
 - Annual Stewardship Report
 - Prepare documentation for this ministry's budget
 - Ministry Strengths and Areas of Growth
 - Ministry successes
- Writes and submits bulletin articles and when appropriate, a thank you for the bulletin, especially after special events, giving a full accounting of number of participants, items collected, etc.

- Keeps the Commission Chair advised of needs, issues, and positive experiences so they can be incorporated into the planning process.
- Presents ministry in a positive light at all times.

Responsibilities of Baptism Preparation Coordinator:

- Maintains communication with Pastor, and Director of Faith Formation for ministry needs and direction of program.
- Recruits volunteers on basis of ministry needs
- Assists with the preparation of a budget and calendar for department programs.
- Sets up meeting area and ensures rooms used are left in order.
- Submits all required attendance and supply request forms.
- Arranges for any required interviews, minor rites, etc.
- Assists with the recruitment of facilitators, hosts, or other personnel needs as required by sacramental area.
- Participates in ongoing formation at the diocesan, deanery, and/or parish level.
- Assists facilitator and other personnel and arranges for meetings as needed.
- Adheres to all guidelines required of catechists.

Special Activities:

- Hosts an orientation/training session for new ministers.
- Annual parish Leadership training.
- Commissions/Stewardship weekends.

Meetings:

- All Commission meetings.
- Formation sessions offered through the parish and deanery and diocesan opportunities for personal development.
- Baptism Preparation workshops are usually held once a month.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

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| • Attending Meetings. | Average Time (may vary):
2-3 hours/month |
| • Administrative. | 2-3 hours/month |
| • Communication. | 5 hours/month |

Expected Length of Commitment:

Two years, and may be extended by one year with a maximum term of three years.

Qualifications Required of All Ministry Coordinators:

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Is familiar with General Parish Procedures and scheduling procedures.
- Demonstrates interest in the parish community, the staff, and volunteering in ICC.
- Organizational and Communication skills.
- Regular access to email.

Additional Qualifications Required:

- Submit the Diocese of Raleigh Application for Volunteers, a background check, and attend Safe Environment Training.
- Knows and supports the “four pillars” of catechesis: Creed, Sacraments, Christian Life, and Prayer.
- Demonstrates a concern for ongoing personal growth through study of scripture, the Church’s doctrinal and moral teaching.

Baptism Preparation Coordinator Resource(s): Assistant Coordinator

- Assists the Coordinator and prepares to take over his/her responsibilities at the end of coordinator’s term.
- Is familiar with General Parish Procedures and scheduling procedures.
- Attends orientations for new ministers (to get to know them).



Faith Formation Commission

Baptism Preparation Coordinator Task List

General Tasks:

- Recruits new members.
- Maintains updated participant records including phone numbers and email addresses provided by the Parish Secretary usually twice a year.
- Conducts training sessions during the course of the year.
 - Ensures training dates and times are on the parish calendar.
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Reviews and updates ministry guidelines yearly.
- Performs regular ministry duties in accordance with the Ministry, Parish, and any Diocesan Guidelines.

Additional Tasks:

- Provide packet of all necessary forms to family that are required for the Baptism.
- Ensures all forms are returned and complete before the date of the Baptism.
- Informs secretary of the names of those being Baptized for inclusion in bulletin and preparation of certificates.
- Maintains an up-to-date baptism schedule posted in the Sacristy.
- Fields and responds to all inquiries from families seeking baptism (phone, email, etc).
- Reviews and maintains inventory of baptism ministry items during the course of the year.
- Provides names and phone numbers of families interested in baptism workshops to workshop facilitator(s).
- Relays baptism schedule to baptism host monthly. Prepares ministry goals and objectives report for the Adult Faith Formation Chair yearly.