



Faith Formation Commission
Baptism Preparation Workshop Facilitator
Position Description

Reports To:

Baptism Preparation Coordinator

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 Members:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with Diocesan guidelines and General Parish Procedures.
- Presents ministry in a positive light at all times.

Responsibilities of Baptism Preparation Workshop Facilitator:

- Obtains names and phone numbers of. parents interested in a workshop from Baptism Preparation coordinator.
- Calls and/or emails parents and invites them to attend a workshop.
- Facilitates a workshop monthly (dates and location set up yearly on church calendar).
- Gives all workshop paperwork/forms to Baptism Preparation coordinator.
- Maintains attendance lists of workshops
- Relays comments, questions, concerns brought up at workshop to Baptism Preparation coordinator.

Special Activities:

- None.

Meetings:

- Training and orientation for new ministers.

Time Commitment and Frequency:

Time to be allotted to the Following Tasks:

- Set up workshop room
- Workshop
- Clean up workshop room

Average Time (may vary):

15 minutes/workshop
2 hours/workshop
15 minutes/workshop

Expected Length of Commitment:

At least one year.

Qualifications Required:

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- 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.
- Demonstrates interest in the parish community, the staff, and volunteering in ICC.