



Faith Formation Commission  
**First Eucharist Preparation Coordinator**  
**Position Description**

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**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 First Eucharist Preparation Ministry Coordinator:**

- Communicates with Director of Faith Formation departmental concerns, as well as the failures/successes and direction of the program.
- Recruits Volunteers for:
  - Stewardship Opportunities
  - Catechists
  - Setup/Cleanup
- Assists with the preparation of a budget and calendar for department programs.
- Ensures that room is left in order after catechetical sessions and returns all unused supplies to original location.
- Submits all required attendance and supply request forms in the appropriate time allotted.
- Arranges for any required interviews.
- Maintains direct communication with Director of Faith Formation and/or the Youth Minister.
- Attends regular meetings with the Director of Faith Formation and/or the Youth Minister.
- Strives to achieve the general goals and objectives, while planning and providing quality formation under the direction of the Director of Faith Formation.

**Special Activities:**

- Hosts an orientation/training session for new ministers.
- Annual parish Leadership training.
- Ongoing formation opportunities.

**Meetings:**

- All Commission meetings.
- Formation sessions offered through the parish and deanery and diocesan opportunities for personal development.
- Monthly meetings with Director of Children's Faith Formation.
- Classroom sessions meet as follows:
  - One parent meeting.
  - One family retreat/rehearsal.
  - One family mystogogia.
  - Celebration of the sacrament are held during January-May.
  - Two family workshops.

**Time Commitment and Frequency:**

Time to be allotted to the Following Tasks:	Average Time (may vary):
• Parent Meeting	2 hours
• Preplanning, Set Up/Clean Up	3 hours
• Family Retreat/Rehearsal	3 hours

- Family Mystagogia 2 hours
- Celebration of the Sacrament 3 hours
- Family Workshops 4 ½ hours

**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.

**First Eucharist 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

## First Eucharist Preparation Coordinator Task List

### General Tasks for All Coordinators:

- 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:

- Conducts training sessions during the course of the year in coordination with the Director of Liturgy and the Faith Formation Commission.
- Conduct one parent meeting in February as well as retreat and rehearsal in April.
- Give Director of Liturgy names for worship aide/programs.
- Give names of candidates to the Secretary for bulletin insert and for certificates to be printed and signed.
- Purchase gift items.
- Purchase materials for banners.
- Plan seating for liturgies, remember to include Catechists and Lectors.
- Conduct two family workshops.
- Make Director of Liturgy aware of liturgical ministers' responsibilities for First Eucharist weekend.
  - Ushers: number of reserved seats required, names of households bringing up gifts.
  - Greeters: aware of extra visitors that weekend.
  - EMHCs: aware of the possibility of assisting children receiving from the Cup.
- Update the Secretary with all the names and baptismal information to record.