

## **Sacramental Preparation Coordinator (part-time, 20 hours/week)**

Christ the King Roman Catholic Parish, Regina in the Archdiocese of Regina is seeking a Sacramental Preparation Coordinator.

Here's why we believe this position is an awesome opportunity:

- Sacramental preparation is integral to the parish's efforts in formation, catechesis, and evangelization, with well established programs and a visibly growing presence within our expanding parish community
- We have local support teams of helpers in place
- We help you succeed through spiritual guidance, professional development, teamwork, and flexible hours

As the successful applicant, you will:

- Coordinate sacramental preparation for Baptism, First Eucharist, First Reconciliation and Confirmation
- Work effectively with the pastor and staff.
- Engage with Catholic schools in our parish area to advertise sacramental preparation programs.
- Actively engage with parents and youth participating in sacramental programs to connect them into a deeper involvement in the life of the parish
- Recruit, instruct and support helpers and leaders of teams to develop and sustain programs that will connect parishioners to ministries that fit their gifts and callings

As a candidate who is interested in applying for this position, you:

- Have a deep personal relationship with Jesus, centered through a vibrant and consistent prayer and sacramental life
- Are knowledgeable of basic Catholic theology and scripture, faithful to Catholic teachings, and committed to life-long learning and spiritual development
- Have developed a deep understanding and appreciation of the sacraments and their celebration
- Have a heart and passion for reaching out to people of all ages and backgrounds that shows your zeal for evangelization and parish renewal
- Are a person who leads humbly and inspires others, and works effectively with teams
- Have experience in developing and making presentations to groups and individuals
- Have excellent skills in communications (written and verbal) and building relationships
- Are comfortable using a broad range of social media
- Have excellent organizational, administrative, and time management skills

Additional information:

- Salary will be within the parish's staff salary grid, commensurate with education and experience.

Applicants must forward their resume, a cover letter, a letter from their Pastor (to indicate active participation in a Catholic parish), and contact information for two additional references by email to [humanresources@christtheking.ca](mailto:humanresources@christtheking.ca).

**Application deadline is September 16, 2021**

For more information, please contact Jim by email at [j.graham@christtheking.ca](mailto:j.graham@christtheking.ca) or by phone at 306-586-9020.