

CFF and Sacramental Preparation Coordinator

PARISH: Holy Spirit Parish, Sacramento

POSITION STATUS: 35 hrs/wk some nights and weekends

POSITION: CFF and Sacramental Preparation Coordinator

CATEGORY: Non-Exempt/hourly

SUPERVISOR: Louise Maestretti

REPORTS TO: Pastor and supervisor

JOB SUMMARY: Coordinates CFF Program and sacramental preparation for Holy Spirit School under the supervision of the Parish Manager.

ESSENTIAL FUNCTIONS: Maintains CFF programs and sacramental preparation which meet the needs of various segments of the parish community under the guidance of the Pastor and Parish Manager.

1. Responsible for scheduling catechetical volunteer staff, maintaining and communicating lists of volunteers, and submitting schedules of church activities for inclusion in the Master Calendar.
2. Schedules and adjusts program components including but not limited to: location for program, class times, and materials needed.
3. Coordinates volunteers and prepares the volunteer schedule for CFF and sacramental preparation for the school.
4. Works within the budget allocated for the operation of the various programs.
5. Supervises volunteers as needed for parish projects and liturgical activities related to the CFF program and sacramental preparation, as approved by the pastor and parish manager. Volunteer candidates for both programs must be submitted to pastor for approval.
6. Responsible for opening and closing church and set up for Masses or other liturgies and events related to CFF and sacramental preparation.
7. Coordinates Safe Environment program and maintains records tracing training and reporting of CFF and sacramental preparation volunteers.
8. Administrative duties include answering phones, contribute to and edit the bulletin, other duties as assigned.