

St. Theresa Parish, Palm Springs, Ca.
Coordinator of Sacramental Preparation Program
Full-Time 35 hrs.
Hourly Range: \$18.00-\$20.00

The Coordinator of Sacramental Preparation Program will work with families in the Sacramental Preparation; additionally assist in coordination and planning of parish celebrations.

General Responsibilities:

- Available to assist with walk-ins and phone calls
- Plan the scope and sequence of the Reconciliation, 1st Eucharist sacramental program and obtain approval from the Pastor
- Provide information to those inquiring about our Catechetical Programs
- Assist with registrations and collect fees
- Complete the Reconciliation, 1st Eucharist and Confirmation sacramental preparation budget.
- Clerical and administrative support prepares and maintains all catechetical records and files
- Maintain Parish Soft database and sacramental records
- Prepare Sacramental certificates
- File all necessary paperwork after all Sacraments have been recorded in the corresponding registry books
- Attendance, volunteer records must be updated periodically
- Assist at the Sacramental Retreats as well as Reconciliation, Communion, and Confirmation celebrations
- Assure that a safe environment is provided at every gathering. Assure that all adult chaperones and volunteers are fully cleared.

Qualification Guidelines:

- Familiar with Diocese guidelines, policies, pertaining with Sacramental Preparation
- Excellent communication skills-welcoming and friendly
- Bi-lingual and bi-literate (able to translate information, letters, brochures, announcements, etc.)
- Competent Internet Skills
- Competent in Microsoft Word, Excel, and PowerPoint
- Working knowledge of Parish Soft and proactive in learning and remaining current
- Working knowledge of Faith Formation Programs
- Team Player and collaborator
- Willing to take workshops and training from the MFI Office/Catechetical Office

Physical Requirements:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extreme.

Interested Candidates, please send your cover letter and resume to:
Eileen Salazar, HR Generalist | esalazar@sbdiocese.org
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