

**Diocese of Gaylord**  
**Job Description**  
**Elementary and Sacramental Preparation Coordinator**

**Status:** Non Exempt      **Reports to:** Director of Faith Formation      **Revised:** 01-13-2010

**Part time**\_\_\_\_\_ **Full time**\_\_\_\_\_ **Hours per week**\_\_\_\_\_ **Pay per hour**\_\_\_\_\_

**Primary Function:**

To act as a liaison between the immediate supervisor and the Pastor, parents and their children to coordinate programs for appropriate ages. Have a duty to acquire the appropriate formation, which their role demands, so that they may conscientiously, earnestly and diligently fulfill this role.

**Major Areas of Responsibilities:**

- To be a liaison between their immediate supervisor, the Pastor, parents and their elementary children
- To faithfully represent the teachings of the Catholic Church with integrity in word and action.
- To exercise responsible stewardship of resources while holding themselves to the highest standards of integrity regarding the use of time, talent and treasure, placed in their trust.

**Specific Responsibilities:**

- Be familiar and in compliance with the Protocol for Ministry for Minors as stated in the Diocesan Standard Operating Procedures (SOP)
- Schedule and plan for sacramental preparation and intergenerational learning programs
- Help coordinate the G.I.F.T. program as directed
- Other duties as assigned.

**Qualifications:**

Possess an understanding of scriptural concepts such as discipleship and conversion; outreach, relationship building, symbols, and storytelling; foundations of youth retreats, prayer and liturgy; current catechetical methods as it applies to youth ministry. Be able to utilize effective communications skills. Be certified or working towards certification as set forth by the Diocese through the Center for Catholic Studies or other approved course of studies and to be open to continuing education opportunities while serving in ministry in the parish.

Employee\_\_\_\_\_Date\_\_\_\_\_

The above is intended to describe the general content of and requirements for the performance of this job. It's not to be construed as an exhaustive statement of duties, or responsibilities or requirements.

**Diocese of Gaylord  
Performance Appraisal Form  
Elementary and Sacramental Preparation Coordinator**

Name \_\_\_\_\_ DATE \_\_\_\_\_

ANNUAL \_\_\_\_\_ 3 MONTHS \_\_\_\_\_ SPECIAL \_\_\_\_\_

**JOB TITLE: Elementary & Sacramental Preparation Coordinator**

Job Description updated yes \_\_\_ no \_\_\_

**Major Responsibilities**

1. To be a liaison between immediate supervisor, pastor, parents and their children.  
Meets \_\_\_\_\_ Needs Improvement \_\_\_\_\_
2. To faithfully represent the teachings of the Catholic Church with integrity in word and action.  
Meets \_\_\_\_\_ Needs Improvement \_\_\_\_\_
3. To exercise responsible stewardship of resources, maintain the highest standards of the use of time, talent and treasure.  
Meets \_\_\_\_\_ Needs Improvement \_\_\_\_\_

*Please comment on any items that need improvement or have been outstanding in the performance of the Elementary and Sacramental Preparation Coordinator:*

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**Specific Responsibilities**

1. To be familiar and in compliance with the Protocol for Ministry for Minors as stated in the Diocesan Standard Operating Procedures (SOP).  
Meets \_\_\_\_\_ Needs Improvement \_\_\_\_\_
2. To schedule and plan for sacramental preparation and intergenerational learning programs.  
Meets \_\_\_\_\_ Needs Improvement \_\_\_\_\_
3. To help coordinate the G.I.F.T. program as directed.  
Meets \_\_\_\_\_ Needs Improvement \_\_\_\_\_
4. To perform other duties as assigned.  
Meets \_\_\_\_\_ Needs Improvement \_\_\_\_\_

*Please comment on any items that need improvement or have been outstanding in the performance of the Elementary and Sacramental Preparation Coordinator:*

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Please outline and comment on overall performance and goals for next year:

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Pastor

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Date

Employee Comments:

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Employee

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Date

January 2010