

**DIOCESE OF CHARLOTTETOWN**  
**Baptismal Preparation Coordinator**

**Overview:**

Baptism is an initiation into the Paschal Mystery and life in a community of faith. Under the direction of the Pastor and in cooperation with the Pastoral Team, the Baptismal Preparation Coordinator organizes and facilitates the process of preparing families to celebrate the Baptism of their child. He/She shares a love for the Church, an understanding of Baptism as a Sacrament of Initiation and embodies the gift of Hospitality.

**Activities/Responsibilities**

- Maintains a current list of Baptismal Preparation Team Members.
- Ensures any new names of Baptismal Preparation Team Members are communicated to the Parish Volunteer Screening Committee.
- Recruits, trains, supervises and evaluates Baptismal Preparation Team Members.
- Ensures that appropriate materials are available for the program and recommends the purchase of required resources to the Pastor.
- Collects registrations, baptismal certificates and completes all administrative work.
- Assists in arranging visitation, parent meetings, setting dates and preparing for liturgies.
- Meets with families who are unable to attend meetings and/or gatherings.
- Collaborates with the Pastor and with other members of the parish staff, integrating his/her own area of responsibility with the overall parish process.

**Skills, Experience and Personal Qualities**

- Is a fully initiated adult of the Catholic Church in good standing.
- Has been an active member of the parish for at least 2 years/recommended by a former parish.
- Should have some experience of the Immediate Preparation process.
- Is able to coach, delegate, foster communication, develop team dynamics, support others' gifts.
- Can relate effectively and communicate clearly with parents.
- Desires to serve the community and to commit time and talents to this ministry.
- Needs to be a person of prayer and have an understanding and appreciation of the sacraments.
- Has a helpful, hospitable and respectful attitude and able to work as a team.
- Honest, dependable and can maintain strict confidentiality.
- Is comfortable with accountability and sensitive to the observance of proper boundaries.

**Screening Recommendations**

This is a **General Risk** position, needing completion of a Volunteer Information Form.

**This ministry position description generally reflects the Ministry of Baptismal Preparation Coordinator currently practiced at \_\_\_\_\_ Parish.**

\_\_\_\_\_  
Parish Volunteer Screening Committee

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date