



Baptism Coordinator

Reports To: Director of Evangelization

FLSA Status: Exempt

Prepared Date: 12/23/2025

Hours: Up to 10 hours per week

Summary: Coordinate, manage and lead programs for Baptismal sacramental preparation. Support vision and mission of the Pastor and Director of Evangelization.

Essential Duties:

1. Oversee preparation requirements for the sacrament of baptism for parents seeking baptism of infants and children under the age of seven. Ensure all canonically required documentation is obtained, all preparation requirements are fulfilled, and all necessary items are present for the sacrament.
2. Schedule and facilitate baptismal preparation class independently or in conjunction with clergy.
3. Form, develop, and support ministry volunteers in the purview to create authentic succession planning and engagement in the ministries in the purview.
4. In cooperation with the Director of Communication, keep parish ministry present in our social media platforms, parish website and newsletters. Messaging is to be consistent with and support the mission and vision of the parish.
5. In consultation with the Director of Evangelization, develop an annual budget for the ministries in the purview and monitor it monthly.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Qualifications: *To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education/Experience:

- Minimum of 2 years experience in parish ministry required (paid or unpaid).
- Strong organizational, verbal and written communication skills. Ability to work effectively with all levels of employees and volunteers.
- Well-acquainted with Church documents, Scripture, and resources.
- Able to honor and maintain confidentiality.
- Strong computer skills.
- Practicing Catholic who respects and upholds Catholic Church teaching.
- Able to pass and maintain diocesan child safety protocol.



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Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Able to move about the work environment
- While performing this job, the employee is regularly required to talk or hear
- Specific vision abilities required by this job include close vision and ability to adjust focus
- Visual acuity to see computer screen
- Able to move tables and chairs to arrange meeting spaces
- Able to occasionally lift and/or move up to 30 pounds
- Able to lift files, open filing cabinets, and bend or stand on a stool if necessary

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Able to work a flexible schedule including nights, evenings, and weekends as required.
- This job operates in an office environment. This role routinely uses standard office equipment such as computers, photocopiers, and smartphones.
- This job is also able to, in part, be performed remotely.

Signature

Date



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