

Young Family Sacrament Coordinator Epiphany Parish Sun Prairie Wisconsin

Classification: Non-Exempt, Full Time

Reports to: Director of Faith Formation

Job Description Summary

Epiphany Parish is a thriving community in Sun Prairie, Wisconsin committed to inviting, including and serving our parish and beyond. This role will focus on Catechesis, Evangelization and Discipleship with the focus on young families and sacrament preparation in a comprehensive manner. This includes the following elements: catechesis, formation, sacraments of Baptism, First Communion and First Reconciliation, OCIC, preparation and celebrations.

Essential Job Duties:

- Collaborates with Faith formation team, staff and consultative bodies in implementing the mission of the parish.
- Coordinates evangelization and discipleship efforts for the parish in the area of young family formation.
- Assures the development and implementation of sacramental preparation programs, experiences and activities that foster spiritual formation and growth. This should include but not be limited to parent meetings, retreats, curriculum development, social activity, community building opportunities.
- Recruits, trains, empowers and supervises catechists, volunteers and other personnel for sacramental preparation. Collaborate with Sacred Hearts School staff on sacramental preparation and celebrations.
- Assures the development of programs and activities that foster spiritual formation for families in the early stages of Catholic parenthood.
- Coordinates efforts to identify and involve young families in the life of the faith community.
- Serves as staff to parish core team or council
- Maintains a level of knowledge and skills required for this ministry through regular updating, reading, participation in workshops and conventions. Participate in local, regional, and national professional organizations as approved and appropriate.

Required Education and Experience

Experience in event planning and coordinating, communication tools and working understanding of Catholic theology, Ecclesiology and Sacramental theology.

Preferred experience with Sacramental preparation.

Preferred Education and Experience

- Bachelor's degree or equivalent experience

Required Competencies

- Demonstrated understanding, respect and support of the Catholic Church's teaching, mission and values.
- Demonstrated ability to set priorities and organize work effectively and efficiently, including developing and maintaining effective record keeping systems.

Additional Qualifications

- Must be a person of faith, committed to the values of the Gospel, who provides sound leadership and responsible management of their duties.
- Has a service mindset when working with others.
- Ability to identify opportunities for improvement, evaluate issues and situations and propose and implement recommendations and solutions.

Supervisory responsibility

- Not applicable

Work Environment and Physical Requirements:

- Office environment
- Ability to attend events, set up events, lead events
- Valid Driver License

Normal Workdays and Hours

- Weekdays and evenings (flexible according to calendar and events)

Other Duties

This job description is not designed or intended to be a comprehensive or exhaustive list of all activities, duties, or responsibilities that are required of an employee in this job. Duties, responsibilities and activities may change at any time as is the responsive nature of the ministry.