



2023

Sacred Heart Church

SACRED HEART VOLUNTEERS

Sacrament Preparation Team

sacredheartcalgary.ca/ministries

Position Description *for*

Sacrament Preparation Team Member Volunteer

Reports to

Pastor and Sacramental Coordinator

Overview

The Sacraments of First Reconciliation, First Holy Communion and Confirmation are significant public celebrations of the Catholic faith. The Sacramental Preparation Team Member assists the Coordinator in preparing for and sharing the life giving sacramental journey with (usually) child and youth participants. This position could be a facilitator, small group leader or assistant/helper for hospitality etc.

- This _____ year (renewable) term requires _____ hours per week/month
- First level support and supervision is from the Sacramental Preparation Coordinator
- Works on a team with other sacramental preparation team members or youth Ministers

Responsibilities

- Assists at catechetical sessions and liturgical celebrations for children/youth and/or parents
- Helps to provide hospitality and a welcoming environment for participants and their parents
- Is present for team meetings and parish or diocesan training sessions as required
- Prepares for catechetical sessions following Diocesan programs and resources
- Gathers children/youth and their parents and leads them through sessions as prepared
- Shares the faith accurately and seeks support when necessary
- Liaises with the Coordinator regularly to receive suggestions and feedback

Qualifications

- Must be 18 years old and a volunteer in the parish for at least one year
- Fully initiated Catholic in communion with the Church who actively participates in parish life
- Possesses adequate knowledge of the teachings of the Catholic Church as needed for role
- Dependable, prayerful, helpful, generous and can maintain strict confidentiality
- Willing and able to attend training and orientation sessions as required
- Relates and communicates well with children, youth and their families
- Has presentation and facilitation skills appropriate to the role of facilitator or helper
- Knows emergency contacts and procedures
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries and Diocesan standards of care and curriculum



What are my next steps?

How do I get involved?

When interacting with vulnerable persons it is necessary to register our intent to volunteer and to educate ourselves on the issues of vulnerability and creating a safe environment.

Our duty to care is an act of generosity. All volunteer roles within the Diocese undergo an assessment to determine level of trust and/or risk associated with the role based on a number of factors. This position has been assessed at 'High' risk.

In support of the Safe Environment Program, here are the protocols you are asked to follow to prepare for service at Sacred Heart Church, aligned to the Roman Catholic Diocese of Calgary:

Register your intent to serve

- Complete the **Volunteer Information Form**.
- Complete an **interview** with the Volunteers Coordinator (with References).
- Complete the 4 online modules under **Praesidium Academy** (Meet Sam, It Happened to Me, Keeping Your Church Safe, Policies: Roman Catholic Diocese of Calgary),
- Complete the Diocese of Calgary **Code of Conduct and Accountability for Volunteers**.
- Send your completed forms to volunteer@sacredheartcalgary.ca.

Respond to the invitation to serve in a particular ministry

- Obtain your **Police Information Check (PIC)**.
- Complete the **Confidentiality Agreement**.
- Sign and date your assigned role description from the pastor.
- Complete the **extra 3 modules on Praesidium** as requested: Duty to Report Mandated Reporter, Preventing Bullying, Social Media Safety
- Attend the prayer meetings and training with your ministry group.
- Identify your availability and commit to fulfilling your assigned tasks.

Maintain your Service file

- Renew your Police Information Certificate every 5 years.
- Renew your Praesidium Academy Courses every 2 years.
- Update your training as requested.
- Email volunteer@sacredheartcalgary.ca to enquire about your status.



Sacred Heart of Jesus Prayer

by St. Margaret Mary Alacoque

*Lord Jesus,
let my heart never rest until it finds You,
who are its center, its love, and its happiness.
By the wound in Your heart
pardon the sins that I have committed
whether out of malice or out of evil desires. Place my
weak heart in Your own divine Heart,
continually under Your protection and guidance, so
that I may persevere in doing good and in fleeing evil
until my last breath.*

Amen.

Contact

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[@sacredheartcalgary](https://www.facebook.com/sacredheartcalgary) 

**SACRED HEART CHURCH
VOLUNTEER PACKAGE**