



Archdiocese  
of Toronto

## **Employment Opportunity** **SACRAMENTAL PREPARATION COORDINATOR**

### **St. Mark Parish**

345 Glad Park Ave., Stouffville, ON L4A 1E4

Full Time (35 hours per week)

Replacement Position

Target Salary Range: \$45,000 - \$54,000

### **Overview:**

St. Mark Parish is seeking a Parish Pastoral Administrator to provide confidential, administrative, and coordination services to the Pastor, ministries, members of the parish, and various other committees. It is important the parish pastoral administrator have a welcoming and cheerful disposition and handles all visitors and telephone requests politely. This is a full-time position of 7 hours a day, 5 days per week.

### **Responsibilities:**

#### ***Administrative Tasks***

- Keep parish matters strictly confidential
- Provide administrative support in any and all areas as deemed relevant by the Pastor
- Maintain filing systems and picture archives, both physical & computer
- Update church calendar with events and announcements
- Greeting & screening visitors, phone calls, mail, email & fax
- Handle general & spiritual enquiries
- Administrative point of contact for First Communion and Confirmation programs, update online registration forms, prepare letters to go out through the schools, order workbooks, gowns, and gifts, prepare for parent meeting, create a master list for each Sacrament from the registrations received, divide the children into small groups for classes and celebrations, send email updates to families and volunteers throughout the program, prepare paperwork for each class, retreat and XLT night, organize First Reconciliation, First Communion, and Confirmation ceremonies
- Maintain Sacramental Registers: First Communion and Confirmation in accordance with Archdiocesan policies and procedure– keep records up to date and issue Certificates and notifications as required. Also, email Church of Baptism for newly Confirmed so they can update their register
- Creation of weekly parish bulletin, pastor's announcements, website updates, and email blast to parishioners
- Liaise, on behalf of Pastor with other Parishes; Schools; Funeral Homes; Nursing Homes; Hospitals; Parish Catechists; Parish Lay Groups; Parish Volunteer Groups; Parish Volunteers
- Coordination of Volunteer Screening program to ensure all general and high-risk volunteers have been properly screened for their ministry position
- Administrative support for the RCIA program
- Preparation of preaching, Eucharistic minister, and School Mass schedules as well as providing the custodian a quarterly list of upcoming events and setup requirements
- Event planning and coordination (i.e., Corpus Christi, Marian procession, Ministry Fair, etc.)
- Assist with special projects (i.e., Totus Tuus summer camp, movie night posters, annual altar server award recipients, Christmas Pageant promotion, etc.)
- Assist in arrangements for Memorial Masses, Funerals, and hall bookings
- Control & distribution of any keys from Key Control System; maintenance of Attendant Key User Agreement and Key User List

- Maintain NESS door locking system and update schedule as needed
- Pick up mail from the community mailbox, sort and distribute mail
- Other duties as assigned by Pastor

**General Requirements:**

- College or university education and/or equivalent related experience
- Minimum of three to five years of related work experience
- Excellent interpersonal and communication skills to deal with difficult and sensitive situations, respond effectively to crises or emergencies requiring quick judgment and prompt actions, and represent the parish to those who call, write, or visit
- Excellent verbal and written English language skills
- Proficiency in Microsoft Office – Excel, Word, PowerPoint
- Understand the importance of maintaining confidentiality
- Ability to set priorities, organize, meet deadlines, and multitask
- High degree of attention to detail
- Knowledge of parish operations and the Catholic Church
- Must be a team player and yet have the ability to work independently
- Be flexible and co-ordinate as other duties/tasks arise, and as requested by the Pastor
- Availability to work flexible hours (evenings and weekends as needed)
- A faith-based understanding of the Catholic Church, its tenets and culture, and respect for its leadership and parish clergy
- A criminal background check will be required of the successful applicant

**Benefits:**

This role is eligible for:

- 3 weeks of annual vacation upon hire
- Group benefits plan after 3 months (Health, Dental, Life Insurance, Travel Medical Insurance, Long Term Disability, and Employee and Family Assistance Program)
- Defined Benefit pension plan after 3 months with a 1%, 2% or 5% contribution match
- Access to family-friendly policies including Maternity/Parental Leave top-up benefits and paid sick days which can be used for family caregiving due to emergency or sickness
- Reimbursement for professional designation/membership fees and continuing education
- Paid annual retreat days and moving days

Those wishing to be considered should submit their resume and cover letter in MS Word or PDF format to the Pastor at [twalczyk@archtoronto.org](mailto:twalczyk@archtoronto.org).

Deadline for receipt of applications is **December 6, 2024**.

We thank all applicants, however, only those selected for an interview will be contacted.

*In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodations to individuals with disabilities. If contacted for an interview, applicants should make any accommodation needs known at that time.*