

St. Patrick's Church

724 Camp Street
New Orleans, LA 70130

Job Description: Sacramental Coordinator

I. Primary Function of this Position

The Sacramental Coordinator is primarily responsible for coordination of the Sacraments at St. Patrick's Parish, including Weddings, Baptisms, Funerals, First Confession, First Holy Communion, Confirmation, and Weekly Mass Intentions.

II. Major Responsibilities and Regular Activities

Regular activities will include, but may not be limited to:

- Gather and prepare all necessary paperwork for the Sacramental events of the parish in accord with Archdiocesan norms;
- Schedule all Sacramental events and coordinate with the schedules of the parish, priests, and music director;
- Maintain regular contact with families, prospective couples, etc. as needed throughout the planning of Sacramental events;
- Inform and enforce all parish policies with regard to Sacramental preparation;
- Regularly update and maintain all parish Sacramental registers;
- Run and coordinate wedding rehearsals and weddings for St. Patrick's Church;
- Maintain a presence in the parish office to help answer phones, distribute mail and messages, greet parishioners and visitors;
- Attend staff meetings and other meetings as necessary;
- Edit and submit weekly parish bulletin;
- Serve at the pastor's discretion in other capacities and programs not included in the above, but are mutually agreed upon;
- Maintain strict confidentiality in all matters

III. Position Specifications and Requirements

EDUCATION

- College degree, preferred but not necessary
- Knowledge of and skill in using personal computers and word processing programs

SKILLS, KNOWLEDGE AND ABILITIES

- Be a practicing Catholic in good standing with the Church
- Good interpersonal communication skills
- Ability to present oneself professionally
- Ability to meet deadlines and maintain confidentiality
- Ability to communicate verbally in a positive manner

- Willingness to learn Archdiocesan Sacramental policies and procedures
- Knowledge of Catholic teachings and ability to apply it to actual situations
- Must have the ability to relate to a variety of people, especially personnel
- Be a team player

IV. Working Environment

IDENTIFYING INFORMATION

Status: Full-time

Reports to: Pastor and Office Manager

WORK HOURS AND JOB PERFORMANCE

- Work a normal forty-hour week. At the pastor's discretion, overtime may occasionally be required.
- Occasional evenings required, particularly in regard to weddings and wedding rehearsals
- Subject to performance appraisal
- Dress appropriately. If there is a question as to the appropriateness of attire, pastor will make the decision.

HOLIDAY SCHEDULE

The Parish Office will be closed on those days determined as holidays by the Archdiocese of New Orleans Human Resources department and the pastor.

SALARY AND BENEFITS

- Salary negotiable (paid bi-monthly)
- Eligible for 401(k) Retirement Pension Plan
 - Employee may contribute from 0 to 75% of gross wages
 - Church parish matches up to 3.5%
- Eligible for medical, dental and vision insurance
- Life insurance, short-term and long-term disability provided at no cost
- Annual paid vacation (Ten days – earned .83 days for each month employed)
- Paid sick leave (Twelve days each year)

Mindful that you are an employee of St. Patrick Parish, and represent the Pastor, it is essential that a professional and courteous manner abound at all times. As an employee, you assist the Pastor in fostering a culture of Christ-like charity within the parish.
