

Infant Baptism/OCIA Adapted for Families Coordinator Job Description

Status: Part-time, hourly

Hours: up to 15 hours per week (flexible schedule, seasonal: September to early June)

Responsible for Infant Baptism Preparation and OCIA (Order of Christian Initiation of Adults, formerly RCIA) Adapted for Families at St. Joseph Parish. Member of the Parish Pastoral Team.

Responsibilities:

- Attend Pastoral Team Meeting, Wednesday morning/weekly.
- Manage registration for Infant Baptism.
- Organize and/or lead Parent Baptismal Preparation Sessions for Infant Baptism.
- Organize and lead OCIA Adapted for Families.

Qualifications and abilities:

- An active faith life in the Roman Catholic tradition.
- Ability to work collaboratively with others.
- Knowledge of the Roman Catholic teaching, especially the Catholic understanding of sacraments.
- Knowledge of the Order of Christian Initiation of Adults (OCIA).
- Ability to speak in public and lead workshops for parents and teachers.
- Basic computer skills and familiarity with online signup/scheduling programs.
- Valid Driver's License.
- Current Police Record Check and Intervention Services Check.

Salary commensurate with qualifications and experience. Resumes accepted until January 29th, 2025 at 5pm or until position is filled. Submit resume, with 3 references (including a reference from current parish priest if you are not from St. Joseph Parish) to Father Charles Duval, C.Ss.R. Resume may be submitted to the parish office or electronically to CharlesDuval@gpcsd.ca .