



Archdiocese
of Toronto

Job Title: Sacramental Preparation Coordinator & First Holy Communion Catechist

Parish: St. Timothy's Parish, North York

Pastor/Supervisor: Fr. Brenton Cordeiro, CC

◆ Job Overview

Under the direction of the Pastor, the Sacramental Preparation Coordinator and First Holy Communion Catechist is responsible to administrate and coordinate the existing Sacramental Preparation Programme for the Parish, teach the First Holy Communion programme, and work collaboratively with the Confirmation Catechist to engage children and their parents in the life of the Parish.

Time Commitment: Roughly ten hours per week with flexible hours for special events

◆ Duties & Responsibilities

- Prepare the calendar of required events for students
- Facilitate required events (online registration, catechetical classes, First Confessions, Parents Retreat, etc.)
- Create posters and other advertisements regarding First Holy Communion
- Teach First Holy Communion classes at St. Timothy's Catholic School, Divine Mercy Catholic School and at the Parish
- Prepare weekly assignments for parents and students over Google Classroom
- Recruit and train volunteers as required
- Order required materials (books, supplies, etc.)
- Process sacramental registrations for both Confirmation and First Holy Communion and update information database regularly, along with other related administrative duties

Other Duties

- Develop a relationship with the schools connected to the parish (communicate with the school principals and teachers, as required)
- Other duties, as required by the pastor

◆ Requirements

- A mature spiritual life in full communion with the Catholic Church
- Must be knowledgeable about the Sacraments and able to communicate their importance to students and parents
- The ability to work collaboratively in a team and manage a team
- The ability to teach students as young as 7 years old



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- Incorporate a variety of techniques (visual, verbal, musical, physical) to facilitate varying learning styles of students
- Excellent interpersonal, communication, and organizational skills
- Must be able to work evenings and weekends as required
- Knowledge and proficiency with Microsoft and Google Suite applications (including Google Classroom) and Canva are required
- A valid driver's license and access to a reliable vehicle to visit schools is an asset
- Experience with Sacramental Preparation and/or Youth Ministry is an asset
- Has a willingness to work with the Pastor, Associate Pastors, and the Confirmation Catechist to ensure the ministry is conducted with efficiency, decorum and reverence
- A criminal record check will be required of the successful applicant

Those wishing to be considered should email their resume and cover letter in MS Word or PDF format to the parish office (email: sttimothyto@archtoronto.org; attn: Fr. Brenton Cordeiro). We thank all applicants, however, only those selected for an interview will be contacted.

Preferred candidate profile: This role would be particularly suitable for a stay-at-home parent or an individual not looking for a full-time job, but is looking to serve the Kingdom of God and work in a meaningful and evangelization-focused environment.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with their supervisor and the Human Resources Department.