

Holy Trinity Catholic Church in Spruce Grove is currently seeking a PERMANENT PART-TIME (20hr/week)

Sacramental Preparation Coordinator

The Sacramental Preparation coordinator works closely with the staff, parents, schools and children of the parish through age appropriate activities, school visits and catechetical classes.

Anyone applying for the position must be a practicing Catholic in good standing. All applicants must have experience working with children, knowledge of, or willingness to learn and coordinate the following programs: First Reconciliation, First Communion and Confirmation classes for children, classroom visits and Vacation Bible School. Position will also involve collaboration with the Catechism coordinator, parents, and schools. A certificate in Religious Education is required at minimum, and a Bachelor of Education would be advantageous. Other related skills include: liturgy planning; interpersonal skills; public speaking; organizational, management and administrative skills; creativity in program design and development; computer skills, including word processing; teaching techniques for children; energy, enthusiasm and commitment. Must be willing to work some evenings and weekends.

Salary and benefits commensurate with qualifications and experience.

Deadline for applications is **Aug 16, 2019**.

All applicants should send their resume, a cover letter and a list of references to:

office@trinitycatholic.net or to

Rev. Paul Moret, Pastor
Holy Trinity Catholic Church
Box 3220
Spruce Grove, AB T7X 3A5