



St. John Paul II Parish Family

Job Description

I. IDENTIFYING INFORMATION

Position Title: SACRAMENT PREPARATION EVENT PLANNER
Status: Part time, non-exempt, up to 20 hours per week
Reports to: Associate Director of Sacrament Preparation and Young Adult Formation
Start date: Aug 1, 2024
Location: Miamisburg ◦ Springboro ◦ Dayton
Eligibility: St. John Paul II Family Parishioner
Duration: Academic year
Compensation: Unpaid or Paid

II. PRIMARY FUNCTION OF THIS POSITION

The St. John Paul II Family of Parishes is seeking an Event Planner for our Sacrament Preparation programs. This position is designed for those who wish to make a positive impact in our parish community, especially through helping our children and youth receive the Sacraments. The Event Planner will manage the logistics for Sacrament Preparation Program events, which include: retreats, parent meetings, sponsor meetings and receptions for Confirmation, First Reconciliation, and First Communion preparation. Along with the Associate Director, the Event Planner's role is to create environments where the children of our parish discover the grace available through the sacraments, so that they may draw near to Christ and be strengthened to bear witness to him in their life. This part-time position is under the Associate Director for Sacrament Preparation and Young Adult Formation.

III. POSITION CONTENT

1. Coordinate and prepare materials and spaces for sacrament preparation including: parent sessions, retreats, Sacrament Mass rehearsals and post-mass receptions.
2. Coordinate with retreat centers for off-site retreats, such as the Confirmation retreat.
3. Assist in managing volunteers needed for each retreat.
4. Create menus for meals served at our retreats and other meetings as needed.
5. Work with the Associate Director of Sacrament Preparation to prepare activities and materials ahead of time for retreats and events.
6. On event days, help with set-up, clean up and day-of logistics.
7. Create make-up packets for retreats to send to any participants that were absent.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

1. Active Catholic parishioner in good standing with a consistent prayer life, regular reception of the sacraments, and frequent speaking of their relationship with Jesus
2. Spiritually mature missionary disciple who actively discerns the movement of the Holy Spirit leading their apostolate efforts as well as their personal life
3. At ease praying in front of and with others (in both small and large groups), leading and participating in spontaneous prayer and worship.
4. Strong verbal and written communication skills and the ability to relate to different types of personalities.

5. Adept at organizing detailed activities and prioritizing time effectively towards the completion of outlined tasks.
6. Available to work outside standard business hours, including nights and weekends, at all three parish campuses and at off-site locations for area events

V. ACKNOWLEDGEMENT

The St. John Paul II Family of Parishes staff is composed of and continues to seek individuals who are team players, reliable communicators, passionately Catholic, striving for holiness, and aligned with the Magisterium and norms of the Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

A valid driver's license is required. Before starting the position, the Youth Intern must be fingerprinted, complete a background check, and be enrolled and/or current with the Archdiocese of Cincinnati SafeParish child protection training.

I have read, understand and agree to perform all job duties and requirements outlined in this job description.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____