

Liturgical Ministry Descriptions

Saint Margaret Mary Parish

Release 1.0 - 05/16/18

Ministry Title:	Baptismal Coordinator
Purpose:	Baptism is a Rite of Initiation into the Catholic Church. This is a time of welcoming, possibly to parents that are new to the parish. The Baptismal Coordinator is there to assist parents before and during the ceremony, and make them feel welcome, encouraging them to become actively involved in our parish and raise their child in the Catholic faith.
Responsibilities:	<ul style="list-style-type: none">• Show up 30 minutes before Baptism to greet the parents and Godparents, answer any questions, and direct them to church facilities if needed• Confirm that Baptismal certificates are completed and signed by the priest or deacon performing the sacrament• Gather sacramentals required for the ceremony• Be on hand during the ceremony to assist parents and priest/deacon as needed
Qualifications:	<ul style="list-style-type: none">• Must be a fully initiated Catholic, having received the Sacraments of Baptism, Confirmation, and Eucharist• Have an understanding of the specifics of the Sacrament of Baptism• Must have knowledge of the church facilities in order to provide directions when needed• Have a friendly, welcoming demeanor and a willingness to serve
Time Required:	1 – 1 ½ hours when baptisms occur
Training:	Session with Director of Liturgy
Responsible To:	Director of Liturgy