**Sacramental Program**

**Sacramental Program & Community Events**

**5 STEP PROCESS FOR PARTAKING IN THE SACRAMENTS**

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<th>STEP</th>
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| 1.   | Introduction & Information evening  
This is run by the parish and is an information session that explains the process, dates and enrolment procedures for the specific sacrament. Jenny Watts will co-ordinate this day and speak on the night. | All Sacramental teachers attend (e.g. Holy Eucharist teachers attend the Holy Eucharist meeting)  
**EXPECTATIONS:**  
- Please be there 20mins beforehand to assist Jenny in setting up chairs, projector etc...  
- Greet parents and students as they walk in. Teachers ensure parents have the appropriate information booklet. |
| 2.   | Asking to receive mass (Enrolment forms handed in)  
This is run by the parish with teacher assistance. | Each school needs a teacher representative at each mass. E.g. Saturday Mass: 1 x OLOM Teacher AND 1 x Mercy Teacher Sunday Mass: 1 x OLOM Teacher AND 1 x Mercy Teacher  
**EXPECTATIONS:**  
- Teachers need to be at the mass no less than 20mins beforehand.  
- Each teacher will need to tick off (from checklist provided) the children in attendance  
- The Parish (Jenny Watts) will deal with the enrolment forms.  
- Teachers are invited to stay for the whole mass; however, if they have parish or family commitments they only need to stay for the first 20mins beforehand to ensure that they have checked off all their school children. |
| 3.   | Commitment mass  
This is run by the parish |  
**EXPECTATIONS:**  
- Teachers are invited to attend to meet and greet with parents however, in this circumstance attendance by the teacher is optional. (Attendance is by commitment slips handed in.) |
| 4.   | Workshops  
This is run by the parish with teacher assistance. | Teachers are needed to assist the parish workshops with attendance. Once all candidates have arrived, only one teacher will need to take on the ‘scribe’ role. Each school needs a teacher representative at each workshop. E.g. Workshop 2: 1 x OLOM Teacher AND/OR 1 x Mercy Teacher  
**EXPECTATIONS:**  
- Teachers take the role of scribe and or assist wherever necessary |
| 5.   | Celebration  
Parish & school. | The parish runs this with school support as indicated in the Job description checklist and timeline to be supplied by the parish.  
**EXPECTATIONS:**  
- All school staff are encouraged to attend the celebration at the parish  
- Staff & Teachers are to assist where they can, taking on a specific job allocation as outlined on the ‘Job checklist’. (This will be circulated close to the date of the celebration and no less than 1 week prior to the celebration).  
- School Sacramental coordinators are to ensure all jobs have a teacher allocated to them (only the school-based jobs, not the parish jobs. Parish jobs are organized by Jenny Watts) |