

Job Description

1. **POSITION:** Parish catechetical leader (including: Director/Coordinator of Religious Education. Faith Formation or Catechesis)

2. **ACADEMIC AND EXPERIENCE REQUIREMENTS:**

Preferred - Masters Degree in Religious Studies, Theology, or Pastoral Ministry, Diocesan Parish Catechetical Leader Certification, and a minimum of five years experience in religious education and catechetics.

Minimum - Diocesan Catechist Certification, Certificate in Pastoral Studies (or equivalent), Diocesan Catechetical Leader Certification, and a minimum of three years experience in religious education and catechetics; those without a masters education in theology will be supported by the parish to work toward this credential.

Additional competencies:

- a comprehensive understanding and comfort with Catholic theology, including scripture, morality, and the sacraments.
- commitment to on-going personal spiritual growth or formation
- understands Catholic doctrine and beliefs as presented in the Documents of Vatican II, the *Catechism of the Catholic Church*, the *National Directory for Catechesis* and other relevant Church documents

3. **RESPONSIBLE TO:** Pastor or designated representative(s)

4. **COMPENSATION:** Salary will be commensurate with the following: academic degree, years of experience, scope of responsibilities, and size of the parish program. (Salary worksheet is available from Dept. Lifelong Faith Formation).

6. **LISTING OF JOB RESPONSIBILITIES:**

A. Leadership: identify, recruit and provide on-going formation for catechists and other volunteers; collaborate with parish staff and nearby parishes; regular attendance at religious education vicariate meetings and diocesan sponsored in-services; prepare creative, spirit-filled liturgies, sacramental celebrations, and prayer experiences

B. Program Development: facilitate the process of creating a parish vision of catechesis based on contemporary catechetical documents in consultation with pastor and other parish leadership; integrate the principal tasks of catechesis into a total parish catechetical program, these include: to promote knowledge of the faith; to provide liturgical education; to support moral formation; to foster prayer; to educate for community life; and to prepare members of our faith communities to be

open to missionary dimension of our faith; research appropriate models to address catechetical needs in the parish including adult faith formation; oversee development of curriculum and the implementation of it; develop, select, and instruct others in use of texts and resources.

C. Catechist Formation: teach adults and motivate and train others to teach; recruit catechists - discern and call forth their gifts and talents; train and supervise catechists for certification according to diocesan policy and procedures including the Safe Environment Mandates; facilitate development of a faith community among catechists; devise appropriate evaluation procedures and tools for evaluating programs and personnel.

D. Administration and Budget Management: articulate effective administrative policies and procedures; identify problems and manage conflicts; plan, organize, and manage time according to priorities and responsibilities; draft, present, and defend catechetical budget to appropriate parish financial bodies; monitor and evaluate use of funds.

This is a SAMPLE ONLY. Other responsibilities can be added or deleted as appropriated. See the Salary Worksheet for additional ideas.