



Job profile: Catechetical Co-ordinator/Pastoral Assistant
Location: Mary Immaculate & St Gregory the Great, Barnet.
Reporting to: Parish Priest
Job Reference No: 0077-0096

Job Purpose:

To work with the parish priest, with particular responsibility for developing supporting and co-ordinating specific catechetical and sacramental programmes and courses in order to facilitate growth in the spiritual and catechetical life of the parish. The role also involves an involvement in the pastoral services provided by the parish, and the development of these services.

Principal duties and responsibilities

1. To co-ordinate promote and develop catechetical programmes in the parish, including the following: First Reconciliation/First Holy Communion, Confirmation, Children's liturgy, Alpha in a Catholic Context, and to organise and prepare material for classes and liturgies.
2. To create and attend relevant liturgies which form an integral part of the various catechetical courses
3. Developing a partnership with the Catholic schools in all matters relating to the catechesis of children
4. To co-ordinate the ministering to the homebound of the parish and to encourage the further development of visiting those in need.
5. To identify, empower and co-ordinate the recruitment and ongoing training and personal formation of all the volunteer catechists in the parish programmes
6. To regularly meet with catechists to review, prepare and develop programmes to be followed
7. To evaluate all catechetical programmes and keep up to date with new resources as they become available
8. To develop close relations with and support the parents of those involved with catechetical programmes
9. To work and liaise with the safeguarding representative in the parish to ensure compliance with the diocesan rules and guidelines
10. To participate in appropriate seminars, workshops etc. as arranged
11. To undertake administration tasks such as registration forms and update of relevant databases
12. To work in conjunction with the parish priest and the parish community on catechetical matters
13. General involvement in parish pastoral matters, as discussed and required by the parish priest.

This role is subject to a satisfactory DBS (Disclosure and Barring Service) check

<u>Job specification:</u>	Catechetical Co-ordinator/Pastoral Assistant
<u>Contract Type:</u>	Permanent
<u>Salary:</u>	£16 per hour, dependent on qualifications and experience
<u>Hours of work:</u>	30 hours per week (times to be negotiated with the parish priest, may include evenings and weekends)

Experience:

1. The Catechetical Coordinator is expected to have appropriate training and recent experience in Catechetics.
2. Practising Roman Catholic
3. A good understanding of the social and moral teachings of the Catholic Church

Competences required

1. Excellent communication, facilitation, organisational and conflict resolution skills
2. Ability to work alone, using initiative and within a team, motivating volunteers.
3. Presentation skills.

Qualifications required

1. Skills/Knowledge: The Parish Catechist is expected to have capabilities in:
 - Theology / Catechesis
 - Programme Delivery and Presentation skills with Adults & Children
 - Catechist Development Education & Formation
 - Communication
 - I.T.
 - Administration,
 - Management and People Skills
 - Willingness to undertake further personal training & development
2. Intermediate Microsoft Office Software package

N.B This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required