



Diocese of Westminster

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| <u>Job profile:</u> | Catechetics & Youth Co-ordinator |
| <u>Location:</u> | Sacred Heart Parish, Berkhamsted with Corpus Christi, Tring |
| <u>Reporting to:</u> | Parish Priest |
| <u>Hours:</u> | 20 hours per week |
| <u>Job reference no:</u> | 0078-0010 |

Job Purpose:

To develop, support and co-ordinate catechetical, sacramental and youth programmes principally within the parish of Sacred Heart, Berkhamsted with support to Corpus Christi, Tring.

Principal duties and responsibilities

1. To co-ordinate promote and develop catechetical programmes in the parish, including the following: Baptism Preparation, Children's liturgy, First Holy Communion, Confirmation. To organise classes and co-ordinate the curriculum
2. To identify, organise, develop and manage a network of volunteers for sacraments, youth groups and activities in the parish
3. Co-ordinate the recruitment and ongoing training of all volunteer catechists in the parish programmes
4. To evaluate all catechetical programmes and keep up to date with new resources as they become available
5. To support and develop catechesis at Corpus Christi, Tring
6. To work together with the parish priest and the parish community on catechetical matters
7. To develop and strengthen links with our primary and secondary schools and liaising with the schools RE Coordinators
8. To continue to develop existing age appropriate programmes for our young (7+) withschool/evening/weekend events for young people, including those children not attending Catholic schools
9. To attend meetings for catechetical programmes as required
10. To be present in and around Church, on Sundays in particular
11. To regularly meet with catechists to review, prepare and develop programmes to be followed
12. To develop close relations with and support the parents of those involved with catechetical programmes
13. To produce and deliver training for Readers and Eucharistic Ministers
14. To produce relevant liturgies which form an integral part of the various catechetical courses
15. To work and liaise with the safeguarding representative in the parish to ensure compliance with the diocesan rules and guidelines
16. To participate in appropriate seminars, workshops etc. as arranged
17. To link closely with the diocesan Agency for Evangelisation and be fully aware of the programmes they offer
18. To undertake administration tasks such as registration forms and record keeping.

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| <u>Job specification:</u> | Catechetics & Youth Co-ordinator |
| <u>Contract Type:</u> | Permanent |
| <u>Salary:</u> | £15 per hour, dependent on qualifications and experience |
| <u>Hours of work:</u> | 20 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 experience as a volunteer parish catechist or in a leadership role in organising parish sacramental programmes.
2. A Practising Roman Catholic
3. A good understanding of the social and moral teachings of the Catholic Church

Competences required

1. Excellent organisational skills, able to prioritise and meet tight deadlines
2. Flexible and adaptable approach
3. Ability to work methodically and consistently
4. Ability to recruit, oversee and lead volunteers
5. Ability to work within a small team, comprising paid staff and volunteers
6. Ability to work alone, using initiative
7. Ability to work with complete discretion and confidentiality
8. Ability to project a friendly, professional manner, both in person and on the telephone

Qualifications/Skills/Knowledge

It would be expected that the Catechetics and Youth Co-Ordinator would to have proven experience in at least one of the following:

- Theology/Catechesis
- Youth
- Volunteer recruitment and co-ordination

And the following are desirable:

- 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
- Intermediate Microsoft Office Software package (Word, Excel, Publisher)
- Car owner

The successful candidate will be encouraged to undertake the Maryvale Institute Certificate in Catechesis

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