



Job profile: Catechetical Co-ordinator
Location: Church of Mary, Mother of God, Ponders End
Reporting to: Parish priest
Job reference: 0099-00147

Job Purpose:

To be responsible for supporting, maintaining and enhancing the quality of the catechetical work in the parish.

Principal duties and responsibilities of Catechetical Co-ordinator

1. To coordinate and promote catechetical programmes in the parish, including the following: First Holy Communion, Confirmation, baptismal preparation, Children's liturgy, to organise and prepare material for classes and liturgies and to oversee the parish RE classes.
2. To identify, empower and co-ordinate the recruitment and ongoing training and personal formation of all the volunteer catechists in the parish programmes
3. Offering advice and encouragement to catechists and having knowledge of new resources available.
4. Organisation of classes and co-ordination of curriculum
5. Regular meeting with catechists to review, prepare and develop programmes to be followed.
6. General involvement in parish pastoral matters as required.
7. To support and promote initiatives for the development of youth ministry in the parish.

Person specification: Catechetical Co-ordinator
Contract Type: Permanent
Salary: £13 per hour
Hours of work: 30 hours per week (flexible, to include evenings and weekends)

Experience required

1. Relevant experience in a similar role.
2. A sound understanding of the doctrinal, social and moral teaching of the Catholic Church

Competences required

1. Practising Roman Catholic.
2. Appropriate training and recent experience in Parish catechetics.
3. Ability to work within a small, team comprised of volunteers and under the supervision of the Parish Priest.
4. Excellent organisational skills, able to prioritise and meet deadlines
5. Ability to be innovative and instil enthusiasm into others.
6. To adhere and comply with Child Protection procedures.
7. Strong communication skills.
8. To adhere to Catholic teaching
9. Some knowledge and practice in pastoral ministry
10. Listening skills
11. Ability to maintain confidentiality