



Diocese of Westminster

<u>Job profile:</u>	Parish Catechetical Co-ordinator
<u>Location:</u>	Mary Immaculate & St Peter's, New Barnet.
<u>Reporting to:</u>	Parish Priest
<u>Job Reference No:</u>	170-NEWBT

Job Purpose:

To work with the parish priest and pastoral team with particular responsibility for developing, supporting, co-ordinating and leading catechetical and sacramental programmes and courses to facilitate growth in the spiritual and catechetical life of the parish.

To organise and develop catechetical programmes for children not attending Catholic schools.

Principal duties and responsibilities

This is a part time role focused mainly within and around the school terms. Duties will include:

1. To co-ordinate, promote and develop catechetical programmes in the parish, in the areas of First Reconciliation, First Holy Communion and Confirmation.
2. To liaise with the parish priest on catechetical matters
3. To attend meetings for catechetical programmes as required
4. To be present in and around Church on Sundays in particular
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 organise classes and co-ordinate the curriculum
7. To regularly meet with the parish priest and catechists to review, prepare and develop programmes to be followed
8. To evaluate all catechetical programmes and keep up to date with new resources as they become available
9. To link closely with the diocesan Agency for Evangelisation and be fully aware of the programmes they offer
10. To develop close relations with and support the parents of those involved with catechetical programmes
11. To attend, devise and produce relevant liturgies which form an integral part of the various catechetical courses
12. To work and liaise with the safeguarding representative in the parish to ensure compliance with the diocesan rules and guidelines
13. To participate in appropriate seminars, workshops etc. as arranged
14. To undertake administration tasks such as registration forms and record keeping for catechetical events
15. To liaise with the parish community on catechetical matters

<u>Role:</u>	Parish Catechetical Co-ordinator
<u>Contract Type:</u>	Permanent
<u>Salary:</u>	£13 per hour
<u>Hours of work:</u>	15 hours per week – (mostly weekends)

Person Specification

1. Practising Roman Catholic with a good understanding of the social and moral teachings of the Catholic Church
2. Recent experience in Parish Catechetics.

Competences required

1. Excellent organisational skills, able to prioritise and meet tight deadlines
2. Ability to work alone, using initiative and within a team, motivating volunteers.
3. Presentation skills.
4. Effective communication skills

Qualifications required

1. Education: It would be an advantage to the Catechetical Co-ordinator to have **one** of the following:

(a) BA in Catholic Theology/Religious Education (b) Archbishop's Certificate in Catechesis, CCRS or MCC

2. Skills/Knowledge/ Experience: The Catechetical Coordinator is expected to have capabilities in:

- Theology/Catechesis
- Programme Delivery and Presentation skills with Adults & Children
- Catechist Development Education & Formation

3. Intermediate Microsoft Office Software package (Word, Excel, Publisher)

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