



## Diocese of Westminster

<b><u>Job profile:</u></b>	<b>Parish Catechetical Co-ordinator</b>
<b><u>Location:</u></b>	Yeading, St Raphael Parish
<b><u>Reporting to:</u></b>	Parish Priest
<b><u>Job Reference No:</u></b>	176-YEADG

### **Job Purpose:**

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

### **Principal duties and responsibilities**

This is a full time role focused throughout the year. Duties will include:

1. To co-ordinate promote and develop catechetical programmes in the parish, including the following: Confirmation, First Reconciliation, First Holy Communion, Liturgy of the Word with Children, RCIC, RCIA, post-Communion groups and marriage preparation
2. To organise and prepare material for sessions and liturgies and to oversee the parish RE classes
3. To organise and develop catechetical programmes for children not attending Catholic schools
4. To develop and strengthen links with state schools and other community groups and organisation in the surrounding area
5. To be the link person of the parish youth group.
6. To attend meetings for catechetical programmes as required
7. To be present in and around Church on Sundays in particular
8. To identify, empower and co-ordinate the recruitment and ongoing training and personal formation of all the volunteer catechists in the parish programmes
9. To organise classes and co-ordinate the curriculum
10. To regularly meet with catechists to review, prepare and develop programmes to be followed and ongoing training
11. To evaluate all catechetical programmes and keep up to date with new resources as they become available
12. To link closely with the diocesan Agency for Evangelisation and be fully aware of the programmes they offer
13. To develop close relations with and support the parents of those involved with catechetical programmes
14. To produce and develop programmes for the training of readers (adult and children)
15. To co-ordinate a Baptism preparation programme for parents
16. To be a member of the parish council and attend meetings to inform the council about catechetical activities in the parish
17. To attend, devise and produce relevant liturgies which form an integral part of the various catechetical courses
18. To work and liaise with the safeguarding representative in the parish to ensure compliance with the diocesan rules and guidelines
19. To participate in appropriate seminars, workshops etc. as arranged
20. To undertake administration tasks such as registration forms and record keeping
21. To liaise with the parish priest and the parish community on catechetical matters

<b><u>Role:</u></b>	<b>Parish Catechetical Co-ordinator</b>
<b><u>Contract Type:</u></b>	Permanent
<b><u>Salary:</u></b>	£13 per hour
<b><u>Hours of work:</u></b>	30 hours per week. Evening and weekend work involved. Flexi hours

### **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. Competent in 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