



## Diocese of Westminster

<b>Job Title</b>	Parish Lead Catechist
<b>Department / Parish / Agency</b>	Stamford Hill Parish
<b>Reporting to</b>	Parish Priest
<b>Cost Centre</b>	STAMH
<b>Location / Address</b>	27 High Road, London, N15 6ND
<b>Management of</b>	n/a
<b>Contract type</b>	Permanent
<b>Hours of work</b>	37 hrs (9am – 4pm, M – F, some evenings, plus some Sat/Sun in lieu) September – June.
<b>Salary per annum</b>	£18 per hour.
<b>Job reference number</b>	236-STAMH

### **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: Infant Baptism, Confirmation, First Reconciliation, First Holy Communion, RCIC, RCIA, post-Communion groups.
2. To organise and prepare material for sessions and liturgies and to oversee the parish RE classes
3. To attend meetings for catechetical programmes as required
4. To be present in and around Church on some Sundays as required
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 catechists to review, prepare and develop programmes to be followed and ongoing training
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 work and liaise with the safeguarding representative in the parish to ensure compliance with the diocesan rules and guidelines
11. To participate in appropriate seminars, workshops etc. as arranged
12. To undertake administration tasks such as registration forms and record keeping
13. To liaise with the parish priest and the parish community on catechetical matters

### **Our Diocese Values**

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

### **Competence**

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

### **Reliability**

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

### **Honesty**

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

### **Perseverance**

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

### **Love**

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other.

**Person specification:**

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

<b>Skills/competence requirements</b>	<b>Essential/ Desirable</b>
Fluent in Polish and English Languages	Essential
Ability to work methodically and consistently.	Essential
Excellent organisational skills, able to prioritise and meet tight deadlines	Essential
Excellent verbal and written communication skills	Essential
Ability to work within a small team, comprising other paid staff and volunteers.	Essential
Ability to handle challenging people and situations	Essential
Ability to work alone, using initiative	Essential
Ability to adopt a flexible approach	Essential
Ability to project a friendly, professional manner, both in person and on the telephone	Essential
Ability to work with complete discretion and confidentiality	Essential
An ability to respond to issues with sensitivity compassion empathy and good judgement	Essential
Ability to present online courses by "Zoom", etc.	Essential
<b>Experience</b>	
Practising Roman Catholic with a good understanding of the social and moral teachings of the Catholic Church	Essential
Theology/Catechesis	Essential
Programme Delivery and Presentation skills with Adults & Children	Essential
Catechist Development Education & Formation	Essential
A desire and commitment to work for the Catholic Church	Essential
<b>Qualifications</b>	
Intermediate Microsoft Office Software package (Word, Excel, Publisher)	Essential
BA in Catholic Theology/Religious Education <b>OR</b> Archbishop's Certificate in Catechesis, CCRS or MCC, or equivalent	Essential
Knowledge in Theology/Catechesis	Essential