



## Diocese of Westminster

<b>Job Title</b>	Parish Catechetical Co-ordinator
<b>Department / Parish / Agency</b>	Harrow North Parish
<b>Reporting to</b>	Parish Priest
<b>Cost Centre</b>	HARRN
<b>Location / Address</b>	80 Imperial Close, Harrow HA2 7LW
<b>Management of</b>	n/a
<b>Contract type</b>	Permanent
<b>Hours of work</b>	18 hours per week (typical week is subject to negotiation but will include Sundays and some weekday evenings and Saturday work)
<b>Salary</b>	£15 per hour
<b>Job reference number</b>	228-HARRN

### **Job Purpose:**

To work with the parish priest, assistant priest and parish team with particular responsibility for developing, supporting and co-ordinating catechetical and sacramental programmes and courses to facilitate growth in the faith life of the parish and parishioners promoting mission and leading to discipleship.

### **Principal duties and responsibilities:**

This is a part-time role focused around sacramental preparation and key celebrations in the Christian calendar such as Christmas, Holy Week and Easter. It will be necessary for the post holder to work on Sundays and some weekday evenings and Saturdays.

1. To co-ordinate promote and develop catechetical programmes in the parish including those for Baptism, Confirmation, First Reconciliation, First Holy Communion and RCIA as well as for the Liturgy of the Word with Children and catechesis for children in non-Catholic schools.
2. To arrange and facilitate catechetical sessions and parents' meetings with clergy.
3. To support the families of those engaged in catechetical programmes and to foster and encourage discipleship.
4. To regularly meet with the volunteer catechists to review, prepare and develop the programmes to be followed.
5. To co-ordinate the recruitment, training and development of volunteer catechists in the parish
6. To evaluate catechetical programmes and keep up to date with new resources and initiatives for proclaiming the faith as they become available
7. To work with the Diocesan Agency for Evangelisation and be aware of the support and programmes they offer.
8. To be part of the parish team working to ensure that catechetical programmes integrate into a broader parish vision to foster and encourage discipleship and to be prepared to work with the parish team in developing programmes around that vision.
9. To be part of the parish team supporting the coordination and planning of parish life focussing on the celebration of the Sacraments as well as Holy Week, Easter and Christmas.
10. To be present in and around Church on Sundays
11. To produce and develop programmes for the training of readers and Extraordinary Ministers of Holy Communion.
12. To report to the parish council or a subsequent leadership team about catechetical activities in the parish
13. To liaise with the parish safeguarding representative to ensure compliance with diocesan policies and guidelines
14. To participate in appropriate seminars, workshops etc. as arranged
15. To undertake administrative tasks such as production, distribution and processing of registration forms and record keeping.

16. To carry out reasonable ad hoc duties as required

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### **Our Diocesan Values**

Our Diocesan values grow out of Catholic social teaching which covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are the principles of dignity, solidarity, the common good, the option for the poor, peace, care for creation and the dignity of work and participation 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.

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

Our core values, therefore, 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 and celebrate colleague's success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

**Person specification:**

This section outlines what you will need to be able to demonstrate in order to be successful in your role. We expect that you will work to our shared values in everything you do. In addition to our Diocesan values, these are the requirements specific to the role for which you are applying.

<b>Skills/competence requirements</b>	<b>Essential/ Desirable</b>
Skills in programme delivery and presentation skills with adults and children.	E
Excellent organisational skills, able to prioritise and meet tight deadlines.	E
Ability to work alone, using initiative and within a team, motivating volunteers.	E
Flexible and adaptable approach.	E
Ability to work methodically and consistently.	E
Ability to work with complete discretion and confidentiality.	E
Ability to project a friendly, inclusive and professional manner, both in person and on the telephone.	E
Ability to innovate and instil enthusiasm into others.	E
To adhere and comply with safeguarding procedures.	E
<b>Experience</b>	
Practicing Roman Catholic with a good understanding of the social and moral teachings of the Catholic Church	E
Background in teaching and/or catechetical, with relevant qualifications	E
An appreciation of contemporary literature on Mission and Discipleship in the parish context and an openness to new approaches to catechetics	E
Some knowledge and practice in pastoral ministry.	D
<b>Qualifications</b>	
BA in Catholic Theology/Religious Education <b>OR</b> Archbishop's Certificate in Catechesis, CCRS or MCC	E
Knowledge in Theology/Catechesis	E
Knowledge in Catechist Development Education and Formation	E
Intermediate Microsoft Office Software package. (Word, Excel, Publisher)	E
Knowledge in management and people skills	E