



## Diocese of Westminster

<b>Job Title</b>	Parish Catechetical Co-ordinator/Pastoral Assistant
<b>Department / Parish / Agency</b>	Cranford Parish
<b>Reporting to</b>	Parish Priest
<b>Cost Centre</b>	CRANF
<b>Location / Address</b>	Our Lady and St Christopher Catholic Church 32 High Street Cranford TW5 9RG
<b>Management of</b>	n/a
<b>Contract type</b>	Permanent, Part-Time
<b>Hours of work</b>	20 hours per week
<b>Salary per annum</b>	£14,560.00 (£14 per hour)
<b>Job reference number</b>	368-CRANF

### **Job Purpose:**

To work alongside the parish priest, with particular responsibility for developing supporting, maintaining, enhancing 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:**

1. To co-ordinate promote and develop catechetical programmes in the parish, including the following: Confirmation, First Reconciliation (Confession), First Holy Communion, Liturgy of the Word with Children, to organise and prepare material for sessions and liturgies and to oversee the parish RE classes
2. To organise and develop catechetical programmes for children not attending Catholic schools
3. To develop and strengthen links with state schools and other community groups and organisation in the surrounding area
4. To attend meetings for catechetical programmes as required
5. To be present in and around Church on Sundays in particular
6. To coordinate and train the lay ministers in conjunction with the Parish Priest organising the provision of all materials needed by catechists and parishioners
7. To support and promote initiatives for the development of youth work in the parish
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 in consultation with the Parish Priest
10. To help organise special events, e.g. pilgrimages, in conjunction with the Parish Team
11. To regularly meet with catechists to review, prepare and develop programmes to be followed
12. To evaluate all catechetical programmes and keep up to date with new resources as they become available
13. To link closely with the Diocesan Agency for Evangelisation and be fully aware of the programmes they offer
14. To develop close relations with and support the parents of those involved with catechetical programmes
15. To attend, devise and produce relevant liturgies which form an integral part of the various catechetical courses in consultation with the Parish Priest
16. To work and liaise with the safeguarding representative in the parish to ensure compliance with the diocesan rules and guidelines
17. To participate in appropriate seminars, workshops etc. as arranged
18. To undertake administration tasks such as registration forms and record keeping
19. To liaise with the parish priest and the parish community on catechetical matters
20. Any 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 catechetics, with relevant qualifications	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