Our Lady of the Assumption Parish

**Catechism Coordinator, 1st – 6th Grades**

(non-exempt)

**SUPERVISOR**: Parish Director

**POSITION PURPOSE**

Responsible for coordinating catechetical program and faith formation sessions for children in 1st through 6th grade, as well as, recruiting and training adult volunteers to facilitate catechetical sessions.

The Catechism Coordinator administrates (designs, directs and evaluates) an Elementary (1st -6th grade) catechetical program and provides leadership to assist the parish youth, young adults, and adults in building a solid foundation for spirituality, Christian living, ministry, and outreach.

**MAJOR DUTIES AND RESPONSIBLITIES**:

1. Coordination, development and implementation of designated Religious Education/Faith Formation programs. These may include catechetical programs for children. Incumbent is responsible for recommending curriculum, audio-visual aids, and other classroom resources as appropriate.
2. Organizes and implements registration periods.
3. Coordinates, organizes and facilitates Sacrament Preparation programs (RCIA adopted for children), parent meetings and sacramental retreats.
4. Participates in planning meetings related to faith formation goals, objectives, strategies and events.
5. Recruits, motivates, trains and supports volunteers in 1-6 grade religious education.
6. Prepares Bulletin Announcements and Intercessions as needed.
7. Maintains inventory of educational supplies and re-orders as appropriate.
8. Maintains a level of knowledge and skills required for this position. Participates in diocesan-sponsored training, attends workshops, conferences, and classes, and maintains members in professional organizations
9. Maintain a good working relationship with Religious Education Committee
10. Maintain good working relationship with Pastor, Office Staff, and parish ministries.
11. Maintain communication with student families and organize and facilitate parent meetings.
12. Be knowledgeable of the facilities security systems and fire alarms and oversee development of procedures for fire drills/evacuations.

## EXPECTED QUALITIES AND QUALIFICATIONS

* 1. Baptized member of a Catholic parish faith community. Agree without reservation to the Congregation for the Doctrine of the Faith Profession of Faith and Oath of Fidelity as each pertains to the position.
  2. Commitment to the Mission of the parish.
  3. Bachelor’s degree or equivalent in theology, pastoral ministry, religious education or related field.
  4. Demonstrated knowledge of sacramental preparation processes.
  5. At least 1year successful parish pastoral work including volunteer work.
  6. Understanding of education and formation processes for youth and adults.
  7. Demonstrated ability to recognize and honor diversity within the parish community.
  8. Ability to work collaboratively with other staff and volunteers.
  9. Able to honor and maintain confidentiality.
  10. Able to maintain record keeping systems.
  11. Able to work flexible hours, including nights and weekends including Liturgical events (i.e., Christmas and Easter seasons)
  12. Must receive Safe Environment clearance by completion of Virtus online training and receiving an employee DOJ and FBI clearance.
  13. Valid California driver license.

## POSITION DETAILS

10 hours per week

Pay scale: hourly

Status: part-time, non-exempt, non-benefit eligible

**APPROVED:**

Incumbent: Date:

Supervisor: Date:

Director: Date:

(If different from Supervisor)

Human Resources: Date: