St. John the Evangelist Church, New Hartford, NY
Parish Catechetical Coordinator for Grades K-8
Job Description

Purpose: The Parish Catechetical Leader serves under the direction of the Pastor and is responsible for the overall direction of the parish's catechetical ministry. They envision, plan, develop, and organize and evaluate all facets of the parish's formation programming specifically for children in Grades K-8 and their families.

Accountable to: The Pastor

Responsibilities:
- Develops goals, objectives, and implements strategies for a comprehensive catechetical program that serves families and children who are in grades K-8 including preparation for the Sacraments of Reconciliation and First Eucharist and Children's Liturgy of the Word.
- Develops a catechetical plan for these grade levels in conjunction with the pastor, parish staff, and others.
- Responsible for the recruitment and training of catechists/volunteers and assures that they fulfill diocesan Safe Environment and certification requirements.
- Oversees and directs the work of the formation team including a yearly schedule for all programs.
- Responsible for maintenance of all Sacramental records, program registrations, evaluations, and other pertinent data or information.
- Evaluates the parish formation programming and makes recommendations to the pastor.
- Researches, evaluates, and recommends primary and supplemental catechetical resources and materials.
- Utilizes the parish bulletin, weekly update, website, social media and other media to communicate and market the parish's catechetical program.
- Provides support to the formation team in the areas of training, resources, and programs through a partnership with the appropriate diocesan offices.
- Prepares annual budget for review by the pastor and parish finance council and oversees expenditures to maintain budget within parameters.
- Attends and participates in staff meetings and as needed for other committee meetings.
- Attends meetings/events convened by the diocese as related to catechetical ministry or job-responsibilities.
- Accompanies parents as the the primary teachers of faith by providing support, resources and special events.
- Performs any other job-related duties as required.

Note: The above responsibilities may be subject to periodic review.
Qualifications:

- BA Degree in Theology, pastoral studies, religious education or a related field (or equivalent) preferred.
- At least three years of ministry experience in a parish or diocesan position.
- Must complete Essential Catechist Formation.
- Will pursue either Formation for Ministry in Catechetical Leadership or an appropriate degree program from an accredited college/university.
- Must have a valid driver’s license and the ability to travel as required.
- Must pass diocesan Safe Environment Requirements and background screening.

Knowledge, Skills & Abilities:

- Thorough working knowledge of Catholic doctrine and beliefs.
- Ability to assess needs and desired results to develop catechetical processes and programs.
- Leadership and teambuilding abilities that include planning, organizational and collaborative skills.
- Practicing Catholic with sufficient knowledge and training in theology, liturgy, and ministry in the Roman Catholic Tradition.
- Excellent communication and interpersonal skills and the ability to work well with others.
- Computer literacy (Microsoft Products,) and excellent written, oral communication and interpersonal skills.

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JIL/kmp