

Catholic Diocese of Saginaw Position Description

NAME:

DATE: April 2013

TITLE: Coordinator of Children and Youth Catechesis

SUPERVISOR: Director of the Center for Ministry

STATUS: Full Time, Exempt

I. GENERAL DESCRIPTION

The diocesan Coordinator of Children and Youth Catechesis provides leadership, formation and coordination for both parish and Catholic school leaders in the Diocese of Saginaw in collaboration with evangelization and faith formation programs and initiatives offered by the diocese.

II. DUTIES AND RESPONSIBILITIES

The Coordinator of Children and Youth Catechesis is responsible for leadership, formation, and coordination in the following areas:

- Faith formation and catechetical training needed for parish and school leaders to implement a catechetical program. Special emphasis will be placed on:
 - Consultation with diocesan leadership in designing programs for catechists.
 - Helping parish leaders grow their catechetical programs, with increased percentage of involvement.
 - Consultation with parish and school leaders in designing parish-based and school-based programs for children and adults (especially parents).

- Promote the vision and implementation of *The General Directory for Catechesis*, *National Catechetical Directory*, *Catechism of the Catholic Church*, *Youcat*, and other related documents for catechesis.

- Coordinate and oversee a process for parish catechists, school teachers and principals to complete various levels of catechetical training and certification, including:
 - Faith formation and catechetical training opportunities for new catechetical leaders throughout the Diocese.
 - Ongoing faith formation and catechetical training opportunities for catechetical leaders throughout the Diocese
- Recommend resources for parish and school catechetical leaders.
- Utilize current technology to help meet the formation needs of parish and school catechetical leaders.

III. COLLABORATIVE RELATIONSHIPS

- The Coordinator of Children and Youth Catechesis will work as part of the Center for Ministry Evangelization Team. All parish and school programs must be integrated with the vision and priorities set forth by the Bishop of Saginaw. In parishes, they should also align with the specific goals determined by the Director of the Center for Ministry. In Catholic schools, they should align with the goals determined by the Superintendent of Schools.
- The Coordinator of Catechesis for Parishes and Schools will work closely with the following:
 - The Director of the Center for Ministry
 - The Coordinator of Youth Ministry
 - The Coordinator of Lay Formation
 - Superintendent of Schools
 - The Catholic Schools Systems
 - The Vicar for Hispanic Ministries
- The Coordinator of Children and Youth Catechesis will work with the Vocation Office and Coordinator of Youth Ministry in developing a curriculum to promote vocations to the priesthood, religious life, marriage, and the generous single life.

IV. WORKING CONDITIONS

- Position involves office work as well as visits to parishes and schools
- Position requires fluctuations in work schedule, involving weekends and evenings due to diversity of needs in the workload
- Occasional travel and overnight lodging at the Center for Ministry required

V. QUALIFICATIONS

The ideal candidate is an energetic, well organized and pastoral Catholic with a deep love of Jesus Christ and the Catholic Church. He or she should have a heart for evangelization, and demonstrate an understanding and support of official Catholic teaching, especially as presented in the documents of Vatican II and the *Catechism of the Catholic Church*. He or she should also have a comprehensive understanding of various models and approaches to carry out catechesis in schools and parishes.

- At least a Master’s degree in Religious Education or Catechesis (or equivalent)
- At least 5 years experience in parish or diocesan catechetical leadership
- A degree, certification, and experience in education desirable, as is the ability to speak Spanish
- Ability to relate well with catechetical and pastoral leaders, children and youth

NOTE: This description is intended to indicate the kinds of tasks and levels of difficulty that will be required by this position. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

JOB DESCRIPTION REVIEW AND ACCEPTANCE:

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Signature of Employee

Date

Signature of Supervisor

Date