



Archdiocese of Miami

Office of Catechesis

Position Title: PARISH COORDINATOR OF RELIGIOUS EDUCATION or
PARISH COORDINATOR OF CATECHESIS

Reports to: Pastor or Parish Administrator

FLSA status:

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SUMMARY

The pastor has the canonical responsibility for the pastoral care of his parish and for developing a comprehensive plan for lifelong and systematic catechesis in his parish. In parishes where the pastor has hired a DRE, he may also hire one or more Coordinators of Religious Education or Parish Catechetical Ministers to assist in the ministry of catechesis. However, in the absence of a certified DRE, the pastor actively assumes the responsibility to direct the religious education of the parish. To assist him he may employ a Coordinator of Religious Education (CRE).

The Coordinator of Religious Education (CRE), under the direction and supervision of the pastor, coordinates and implements specific catechetical programs from early childhood to adult as designated by the pastor. This responsibility must be exercised in collaboration with parish staff members who share the responsibility for catechesis.

The parish Coordinator of Religious Education, under the supervision of the pastor, shall be responsible to implement the parish catechetical plan and policies according the Religious Education Policies and Procedures of the Archdiocese of Miami. (Archdiocesan Policy p.92.B)

ESSENTIAL JOB FUNCTIONS

1. Vision and Program Design

The Coordinator of Religious Education, under the supervision of the pastor or his delegate:

- Coordinates and implements various aspects of the parish catechetical plan for children, youth or adults based on the plan for comprehensive and systematic catechesis of the Archdiocese of Miami.
- Administers the long range and short term goals and outcomes for effective parish catechesis
- Works with parents to ensure the support and involvement of the family in the parish catechetical program.

2. Administration

- Implements the catechetical policies and curriculum of the Archdiocese of Miami
- Coordinates specific parish catechetical programs from adults to children as directed by the pastor. This may include:
 1. Adult Catechesis and Faith Formation including RCIA and Adult Confirmation.
 2. Junior High and/or Youth Catechesis including preparation for the Sacraments
 3. Elementary Grade Catechesis (K-8) including preparation for the Sacraments
 4. Pre-school Catechetical Programs

5. Christian Initiation of Children
 6. Catechetical programs for other languages
 7. Family Catechesis and Infant Baptism Preparation
 8. Home Catechesis
 9. Special Needs
- Selects appropriate catechetical materials based on the United States Catholic Conference of Bishops and Archdiocesan guidelines
 - Provides catechetical programming in other languages as needed
 - Evaluates effectiveness of catechetical programs in coordination with the pastor
 - Maintains accurate records on student enrollment, attendance and sacramental preparation and submits requested data to the Office of Catechesis
 - Ensures a pastoral approach for all in setting program structures, e.g. calendar dates, scheduling use of facilities, procedures for registration and fee collection
 - Coordinates the catechetical advisory council
 - Communicates procedures for management of sessions and discipline
 - Implements the guidelines for mandated reporting of legal issues according to Archdiocesan policies
 - Assures adequate supervision of minors during the entire time they are on the parish premises for catechetical activities
 - Communicates parish program and sacramental policies and procedures
 - Implements conflict management procedures when appropriate
 - Ensures maintenance and safety of premises according to local procedures
 - Prepares annual budget and oversees expenditures after its approval by the pastor

3. Recruitment and Formation of Catechists and Ministers of Catechesis

- Recruits and screens candidates for the role of catechist
- Ensures that all catechists are certified according to the guidelines of the Archdiocese
- Provides for ongoing spiritual formation for catechists and volunteers at all levels through retreats, evenings of prayers, workshops, conferences, courses, etc.
- Assists catechists in the selection of teaching aids and lesson planning
- Provides continued support for catechists by being present before, during and after the teaching assignments
- Ensures that volunteers at all levels are trained

4. Supervision of Catechists, Ministers of Catechesis, and Program Coordinators

- Provides regular evaluation for catechists under their supervision as directed by the pastor
- Supervises ministers of catechesis as directed by the pastor, which may include:
 1. Adult Catechesis and Faith Formation including RCIA and Adult Confirmation
 2. Junior High and/or Youth Catechesis including preparation for the Sacraments
 3. Elementary Grade Catechesis (K-8) including preparation for the Sacraments
 4. Pre-school Catechetical Programs
 5. Christian Initiation of Children
 6. Catechetical programs for other languages
 7. Family Catechesis and Infant Baptism Preparation
 8. Home Catechesis
 9. Special Needs

5. Collaboration/Communication

- Meets regularly with the pastor
- Collaborates with the pastor, other parish ministers and appropriate committees, boards and councils to implement catechetical vision, administer catechetical policy, and facilitate the understanding of catechetical ministry within the larger community
- Works with the parish staff to provide formation for adults and youth in the parish
- Cooperates with the principal of the Catholic School to present a united approach to total parish catechesis
- Communicates program information to parish community
- Networks with other catechetical leaders
- Assists in the planning of liturgical celebrations in the parish as related to the catechetical program
- Works with the Office of Catechesis in assessing catechetical needs
- Participates in Office of Catechesis meetings and other archdiocesan meetings as appropriate

6. Continuing Education and Professional Development

- Takes responsibility for his/her own professional and spiritual development
- Enrolls in courses and attends workshops related to responsibilities and ongoing certification with the Office of Catechesis
- Maintains membership in professional organizations
- Participates in the ongoing formation opportunities for CREs provided by the Office of Catechesis.

JOB SPECIFICATIONS

1. General Requirements

- Practicing Catholic who fully adheres to and models the Church's teachings in faith and morals (Cf. *National Directory for Catechesis*, 54 B 5)
- Active participation in parish life
- Appropriate mental and physical health to accomplish the tasks
- Be approved by the Office of Catechesis as per Archdiocesan Policy p92.A.
- Favorable reference letters.

2. Specific Requirements – Undergraduate Level Theological and Ministerial Formation

One of the following:

- Archdiocesan Certificate of Studies in Catechetical Ministry and Leadership
- Certificate of Studies in Theology from an accredited Catholic institution plus additional catechetical courses as needed
- Equivalent theological and ministerial courses from the "Diaconate Program," "School of Ministry," and/or CEU from Archdiocesan approved institution of higher education plus additional catechetical courses as needed
- BA with a major in Religious Education from an accredited Catholic institution plus additional catechetical courses as needed
- Completion of archdiocesan safety policies (Background Check, Virtus, etc).

3. Other Knowledge, Skills, Attitudes.

- Good Spanish-language spoken communication skills desirable; (required in parishes of predominantly Spanish-speaking students)
- Good computer literacy, with proficiency in MS Outlook, Word, and PowerPoint.
- Must be able to operate audio-visual equipment as needed for presentations.

- Good time management, including ability to manage several projects at the same time.

COMPETENCIES

Integrity: Maintain a prayerful life, integrating the challenges of this ministry and their family life priorities, with a grounded sense of discipleship.

Accountability: Effectively reporting and dialoguing with the pastor in a continuous basis.

Attention to Detail / Quality Orientation: Accomplishing tasks by considering all areas involved; showing concern accuracy and good quality output; accurately checking processes and tasks. Monitoring activities.

Collaboration: Working effectively and cooperatively with other ministries at the parish and archdiocesan levels, asking clarifying questions for the purpose of achieving common objectives. Building and maintaining good working relationships with employees.

Dependability: Being reliable, responsible, and dependable, and fulfilling obligations with a willing attitude.

Managing Work: Effectively managing time and resources to ensure that work is completed to meet expectations.

Inductive Reasoning / Problem Sensitivity: Sensitive to observation and identification of issues presenting out-of-the-norm and that may be indicative of problems needing to be addressed.

Work Standards: Set expectation of high performance standards and hold oneself accountable for accurate and timely completion of tasks and projects.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

- Lifting of weight in accordance to the catechetical sessions and parish programing.
- Able to walk and stand prolonged hours as required by the parish catechetical sessions

DISCLAIMER

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.