

Coordinator of Catechetical Ministry - Grades 1-8

St. Paul the Apostle Catholic Church

Full time 40 hours week \$17.00 - \$18.50/hour

Founded in 1986, St Paul the Apostle is a community baptized into Jesus Christ, formed by Word and Sacrament, Empowered by the guidance of the Holy Spirit, seek to be the visible sign of God's love.

Position summary

Plans, implements, and evaluates English Elementary Programs (Grades 1-6), Middle School Program (Grades 7 and 8) and Older Sacraments Program. This includes some evening and weekend work. Assists with the instruction of catechists and is required to be present at catechist's training and workshops. Reports to the Pastor (or to the Director).

Essential functions

- Conducts parent meetings, formation classes, workshops, and retreats.
- Provides lesson planning schedule for each grade level (syllabus).
- Assists catechists with lesson plan ideas and resources which may include videos, activities and crafts that are age appropriate.
- Assists in the implementation of the Diocesan Safe Environment Policies and other pertinent laws.
- Fills in as a classroom catechist, if necessary.
- Assists with the registration process.

Peripheral functions

- Assists in the efficient running of the Catechetical Ministry office.
- Collaborates with other employees in typing schedules, keeping accurate account of student information which will include entry into *ParishSoft*, rendering certificates and inputting into the Sacramental registries.
- Plans and implement Catechist's Appreciation Night and other fellowship events.
- Performs other duties as assigned by the Pastor (or the Director).

Qualifications

- Must be able to pass DOJ and FBI background clearance.
- Three years previous experience as a catechist with classroom management skills required.
- Completion of MFI courses preferred.
- Thorough knowledge of Catholic theology and catechetical methods especially as it relates to children.
- Knowledge and/or willingness to learn social media, Zoom, digital portals and online catechesis is highly preferred.

Physical Requirements

- Must be able to lift 30+ pounds on regular basis.
- Frequent standing, walking, sitting, lifting, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive overhead work, repetitive arm/hand/finger movements, sense of touch/feel, working in confined space or heights, temperature extremes.

Interested candidates, please forward your resume and cover letter with salary requirements to:

St Paul the Apostle Catholic Church
14085 Peyton Dr. Chino Hills, CA 91709
Attention: Manny Perez, Parish Manager - mperez@sptacc.org