

## **Coordinator of Catechetical Ministry St. Edward, Corona**

### **POSITION SUMMARY:**

The Coordinator of Catechetical Ministry is responsible for the development, supervision and coordination of all Parish Catechetical programs (Elementary, Jr. High, High School, Confirmation, Adult Sacrament Prep, RCIA, RCIC). The Coordinator of Catechetical Ministry will work collaboratively within the community to prepare and support leaders in ministries in order to form a community of lifelong learners that embraces all ages, generations and cultures; lifelong faith formation that promotes faith growth at home, through parish programs and through participation in Church Life (i.e. Marriage Prep, Quinceañera Prep, Pre-Baptismal, Summer Programs...)

### **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Oversee the Catechetical & Faith Formation; installing coordinators for direct facilitation.
- Continuous and ongoing communication between leaders and volunteers of all ministries to ensure support of ministries and to provide appropriate training, evaluation, and record keeping of all ministry activities and formation.
- Oversee protocol of ministries and ministry leaders for facility reservations, ministry appointments, training and formation and other necessary components.
- Support and supervise ministries regarding theme and content to ensure total adherence to the Catholic faith and doctrine in accordance to Parish and Diocesan Policies.
- Work collaboratively with the Liturgical Ministries and other Parish Ministries to ensure that liturgy and lifelong faith formation are closely connected and attend staff meetings.
- Implement opportunities throughout the year for ongoing faith formation and spiritual enrichment for the entire community.
- Facilitate intergenerational and family learning, as well as age-specific learning; design learning plans that include preparation programs for all ages.
- Facilitate and supervise the work of a team in developing learning plans and develop a leadership system for identifying, training, and supporting faith formation leaders.
- Recruit and provide training for leaders.
- Develop and maintain program budget, prepare and coordinate retreats; coordinate fundraising for program.
- Other duties as assigned.

### **QUALIFICATION GUIDELINES:**

- Bachelor degree in related field.
- Diocesan Certification as Master Catechist with a minimum of 4 years experience in Catechetical Field; additional specializations recommended; ongoing formation required.
- Must be bilingual/bi-literate in English/ Spanish.
- Excellent communication skills: written and verbal; Good organizational and interpersonal skills.
- Excellent knowledge and understanding of diverse cultures.
- Excellent supervisory and collaboration skills.
- Good working knowledge of latest technological and computer trends including Microsoft PowerPoint, Excel, Word, Publisher and social/professional networking.
- Understanding of the theology, symbols, history of: The Church Year, The Sacraments and The Principles of Catholic Social Teaching
- Familiarity of key elements of Catechism of the Catholic Church: creed, sacraments, morality, justice, prayer and spirituality.
- Familiarity with learning styles, multiple intelligences and experimental learning and their application

### **PHYSICAL REQUIREMENTS**

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume to:

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