

Job Description

Catechetical Leader/Coordinator of Religious Education

General Purpose: To help develop, organize, and coordinate St. Mary's Parish School of Religion (SOR) and other Religious Education programs, in consultation with the Pastor or his delegate.

Child Education

St. Mary's Parish School of Religion (SOR) Program—a weekly program for students in grades one through eight, who do not attend St. Mary of the Assumption Catholic School.

Adolescent Education

1. Confirmation Program (every year for those in the eighth grade SOR and for those in high school Youth Ministry, who have not yet been confirmed).
2. Youth Ministry (high school students) as a consultant/advocate.

Adult Education

To be always alert in promoting Christian Education for the adults; instill interest in Diocesan programs of continuing education; be a member of the Christian Formation Committee working gradually and learning the area of Christian adult education. Promoting retreats, courses, classes, etc.

St. Mary of the Assumption School Education

Close relationship with the principal and teachers of St. Mary's School.

Specific Responsibilities:

- A. Arrange and develop curriculum and programs specifically associated with SOR.
- B. Supervise and aid in the selection of texts for all SOR grades and St. Mary of the Assumption Elementary School grades.
- C. Recruit and train SOR catechists and select them for proper grades.
- D. Supervise SOR catechists in their actual teaching situation.
- E. Arrange instruction programs for parents of all St. Mary's parish children who are preparing for the Sacraments of Baptism, Reconciliation, Holy Communion, and Confirmation.
- F. Help make parishioners aware of available forms of religious enrichment offered in the area (Sunday bulletin and/or bulletin boards, parish website)
- G. Conduct staff meetings of SOR
- H. Evaluation of the SOR program and SOR catechists is to be submitted to the Pastor, once a year.
- I. Consult with the Pastor on the procuring of Catechetical books, teachers' journals, visual aids and other complementary materials and equipment, which may be thought necessary. Consult with the Principal of the parish grade school to know what is available in this line from the parish grade school. PUBLIC SCHOOL EQUIPMENT MAY NOT BE USED.
- J. Subject to the Pastor's direction, the Coordinator will be the chief administrator of the School of Religion (SOR) and will be responsible for its personnel, i.e. catechists and aides.
- K. Enlist the cooperation of the SOR parents in the SOR program.
- L. Follow the Diocesan *Protecting Youth and Those Who Serve Them* program and requirements when enlisting volunteers.
- M. The Coordinator and the parish school Principal are partners in the task of religious education and will aid one another wherever possible, while respecting each other's area of responsibility.
- N. The Coordinator shall implement all policies established by the Diocesan Office or by the Pastoral Council in so far as they may affect SOR.

- O. The Coordinator shall attend some deanery and some diocesan meetings of coordinators held regularly during the school year.
- P. Keep a somewhat current list of adult level books on religion, and in so far as is feasible, develop a small library of such books.
- Q. The Coordinator shall consult with the Diocesan Office, the Deanery Coordinator, and other local parish coordinators occasionally.
- R. The Coordinator is to follow the directives of the various Catechetical Directories given by Rome, the US Bishops, and by our own Synodal Document on Education and other such authoritative statements.
- S. The Coordinator is to continue his or her own study in Scripture, Theology, and Liturgy and/or pastoral study in order to remain well informed.
- T. It would be well for the Coordinator, (in addition to the calendar for the year), to submit a schedule of events for each month to the Pastor so that he has advance notice of such events.
- U. The Coordinator is directly responsible to the Pastor for the execution of all these responsibilities.