

**St. Gabriel Parish of Auburn
Job Description**

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| TITLE: | Parish Catechetical Leader | Date: April 2024 |
| SUPERVISOR: | Pastor | |
| STATUS: | Full-Time, Salary, Exempt, 10 Months <i>(Based on 40 hours per week)</i> | |

GENERAL DESCRIPTION

The Parish Catechetical Leader is a ministerial position and the candidate will act as a minister of the Church. The Parish Catechetical Leader must be an engaged Catholic that carries out evangelization by providing vision, coordination, and leadership of the parish's efforts to form disciples mainly by Faith Formation of children and youth. In addition, the candidate will coordinate the parish efforts of Adult Faith Formation. The main goal of this position is to meet the spiritual needs of the children and adults of St. Gabriel Parish.

ESSENTIAL DUTIES & RESPONSIBILITIES

Children

- Coordinate Faith Formation sessions for 1st through 5th grade including regular communication with Faith Formation families.
- Plan and facilitate sacramental preparation and celebration with children and families.
- Coordinate Children's Liturgy of the Word. (Labor Day to Memorial Day)
- Coordinate Children's Nursery. (Labor Day to Memorial Day)
- Provide a day/morning of reflection/education for the school staff prior to first day of school.
- Assist the schoolteacher with Mass preparation, liturgical ministry for Mass, prayer experiences, Advent and Lent resources and monthly Virtues.
- Select materials for Vacation Bible School for VBS coordinator.
- Plan and facilitate Safe Environment lessons annually for faith formation children.

Youth

- Coordinate Faith Formation sessions, service opportunities and social events for 6th through 12th grade including regular communications with Faith Formation families.
- Coordinate every other year mission trip for 8th grade — 12th grade youth.
- Coordinate graduation Mass and reception.
- Plan and coordinate the change of 2nd grade Confirmation to Middle School youth.
- Connect youth to vicariate and diocesan events.

Adults

- Plan and coordinate parish offerings: weekly Advent scripture study, weekly Lent opportunities: after Soup Supper & weekly scripture study, Education Commission events, etc.
- Coordinate Sacrament of Baptism preparation and celebration with Baptism Team
- Coordinate Adult Confirmation preparation and celebration.
- Plan and facilitate formation of catechists.
- Provide faith formation articles in the bulletin weekly.
- Create and coordinate a OCIA team.

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Position reports to the Pastor
- Maintain professional and courteous work relationships with parish staff seeking involvement and input when appropriate.
- Collaborate with Parish Education Commission & Parish Council; attend regular education commission meetings and provide a Faith Formation report.
- Collaborate and communicate with parents and parishioners, regular attendance at Mass.
- Maintain regular communication with Diocesan Offices, adherence to diocesan policies, especially regarding Faith Formation and Safe Environment.

QUALIFICATIONS & SKILLS

Education: Preferable, a degree in Catechetics, Theology, Religious Education, Scripture, Liturgical Studies or a related field. The candidate must have Basic Catechist Certification.

Experience: Preferable, the candidate should have at least two years' experience with a Parish Faith Formation program. Must have knowledge of the Official teachings of the Catholic Church.

Job Related Skills: The ideal candidate is a flexible, energetic person of faith who is willing to do relational ministry with parish family members and to form them in missionary discipleship; inform, support and resource parents as the primary evangelists and catechists of their children; utilize appropriate written and audio-visual resources, social media, and technology for effective program implementation; must possess ability for public speaking.

Interpersonal Skills: The ability to work with others in a collaborative team environment; must be a fully initiated, practicing Catholic in good standing with the Church; ability to demonstrate an understanding and support of official Catholic teachings, especially as presented in Vatican II documents and the Catechism of the Catholic Church; ability to maintain confidentiality and high standards of honest and ethical behavior.

Language Skills: Ability to read and comprehend simple instructions, write short correspondence and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS

- Hours of Work: Typical work schedule is during normal business hours; evening and weekend availability as needed.
- Nature of Work: Work environment is primarily in an office setting where the employee is required to do extensive computer work.
- Employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift up-to 15 lbs.
- Valid Driver's License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required.
- Must be an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

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.

SIGNATURES

- *Supervisor's signature indicates assignment of duties, line of supervision*
- *Employee's signature, after hire, indicates acceptance of duties and supervision*

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____