



# The Trust of St Benedict's Abbey, Ealing

CHARLBURY GROVE, LONDON W5 2DY

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<b><u>Job profile:</u></b>	<b>Parish Catechetical Co-ordinator</b>
<b><u>Location:</u></b>	<b>St Benedict's, Ealing Abbey,</b>
<b><u>Reporting to:</u></b>	Parish Priest
<b><u>Job Purpose:</u></b>	To work with the parish priest and Parish Team with particular responsibility for developing supporting and co-ordinating catechetical and sacramental programmes and courses to facilitate growth in the spiritual and catechetical life of the parish

## **Principal duties and responsibilities**

This is a **30 hours** role focused mainly within and around the school terms. Duties will include:

1. To co-ordinate promote and develop catechetical programmes in the parish, including the following: Confirmation, First Reconciliation, First Holy Communion, Liturgy of the Word with Children, RCIA.
2. To organise and develop catechetical programmes for children not attending Catholic schools
3. To attend meetings for catechetical programmes as required
4. To identify, empower and co-ordinate and support the Parish Team in the recruitment and ongoing training and personal formation of all the volunteer catechists in the parish programmes
5. To organise classes and co-ordinate the curriculum
6. To regularly meet with catechists to review, prepare and develop programmes to be followed
7. To evaluate all catechetical programmes and keep up to date with new resources as they become available
8. To link closely with the diocesan Agency for Evangelisation and be fully aware of the programmes they offer
9. To develop close relations with and support the parents of those involved with catechetical programmes
10. To be a member of the Parish Team and attend meetings to inform the Team about catechetical activities in the parish
11. To work and liaise with the safeguarding representative in the parish to ensure compliance with the diocesan rules and guidelines
12. To undertake administration tasks such as registration forms and record keeping and comply with Data Protection regulations.
13. To liaise with the parish priest and the parish community on catechetical matters

<b><u>Role:</u></b>	<b>Parish Catechetical Co-ordinator</b>
<b><u>Contract Type:</u></b>	Permanent
<b><u>Salary:</u></b>	<b>£21,500 per annum</b>
<b><u>Hours of work:</u></b>	<b>30</b> hours per week

### **Person Specification**

1. Practising Roman Catholic with a good understanding of the social and moral teachings of the Catholic Church
2. Recent experience in Parish catechetics.

### **Competences required**

1. Excellent organisational skills, able to prioritise and meet tight deadlines
2. Ability to work alone, using initiative and within a team, motivating volunteers.
3. Presentation skills.

### **Qualifications required**

1. Education: It would be an advantage to the Catechetical Co-ordinator to have **one** of the following:

(a) BA in Catholic Theology/Religious Education (b) Archbishop's Certificate in Catechesis, CCRS or MCC

3. Skills/Knowledge: The Catechetical Coordinator / Pastoral Assistant is expected to have capabilities in:
  - Theology/Catechesis
  - Programme Delivery and Presentation skills with Adults & Children
  - Catechist Development Education & Formation

3. Intermediate Microsoft Office Software package (Word, Excel, Publisher)

**N.B** This is not intended to be a comprehensive description of the duties of the post. The post holder may be required to undertake other related duties as required