

## Job Description

<b>Position Title:</b> Catechist Coordinator	<b>Department/Office/Division:</b> Faith Formation
<b>Title of Office Supervisor:</b> Parish Catechetical Leader	<b>Location:</b> 18201 23 Mile, Macomb, MI 48044
<b>Expected Hours:</b> 32 (full-time)	<b>Apply to:</b> Qualified candidates should submit a resume, via email to jobs@stisidore.church

## Basic Functions of Position

Plan, compile and implement the children portion of the Religious Education Program. All phases of the program require training and enabling of catechists to convey the information to the children. The sacrament preparation program for both parents and children is an important part of this position.

## Essential Duties

1. Plan and develop the curriculum for the child catechetics and sacramental program including lesson plans, facilities, and the supporting resource material. This should be done collaboratively with other Religious Education staff.
2. Support the catechists and aides by providing materials, lesson plans, facilities and resources at the time of scheduled classes.
3. Facilitate class sessions by aiding catechists, arranging substitutes, and assuring an orderly atmosphere in the facility. This includes managing behavioral problems in a respectful and professional manner.
4. Communicate regularly with parents and catechists through personal contact, newsletters, and bulletin articles. This includes timely responses to all requests for information from parents.
5. Encourage parishioners to recognize their gifts and participate as catechists, aides and other volunteer opportunities.
6. Plan and facilitate all aspects of sacrament preparation and reception including arranging parent sessions and practices.
7. Conduct lesson planning sessions for catechists.
8. Encourage catechists to achieve certification and distribute information on catechetical development opportunities.
9. Support catechists through individual contact to clarify materials, answer concerns and questions as well as offering alternative solutions to problems.
10. Membership in appropriate vicariate, diocesan, and national organizations.
11. Participate in Religious Education events outside of class sessions, e.g. retreats, sacramental celebrations, special liturgies, rehearsals, etc. Support the Director and Youth Minister in preparing and conducting these sessions.
12. Along with the entire staff build a collaborative and team approach to furthering the mission of St. Isidore parish in building up the Kingdom of God. Understand also, that in all interactions with parishioners, guests, visitors and staff, maintain a courteous, welcoming, friendly and professional manner, no matter the demeanor of the person with whom interacting.



## Education/Experience

Possess a Level 2 Certification in the Archdiocese of Detroit. Be able to handle physical requirements of the position i.e. lifting boxes, books, moving furniture, etc. Participate in professional growth opportunities to stay current in religious education developments, continue to advance certifications and increase level of knowledge in catechetics. This is a full-time position of 32 hours per week. Must be able to flex hours. Salary to be determined.