

Position Description

Catechist & Sacramental Coordinator

St Catherine Labouré Parish Gymea

Reporting to:	Monsignor Brian Rayner (Parish Priest)
Organisation Overview:	St Catherine Labouré Parish Gymea is a vibrant parish in the Archdiocese of Sydney. It is attached to a large primary school and is responsible for Special Religious Education in four Government Schools.
The Position:	<p>The primary purpose of this position is to coordinate the parish Catechists that provide Special Religious Education in government schools and facilitate Sacramental Programs for the St Catherine Labouré Parish community in support of the Parish Priest and parish volunteers.</p> <p>A key aim of this position is to be a visible leader who is proactive in the organisation and provision of these services in the parish.</p> <p>To achieve this, the Catechist & Sacramental Coordinator will be required to:</p> <ul style="list-style-type: none">• Work closely with the Parish Priest, the parish secretary, parish support team and volunteers in support of the vision for an inclusive and welcoming parish community• Coordinate Catechist activities in St Catherine Labouré Parish, including the facilitation of a sacramental program for parish children who do not attend the parish school• Provide support and information for families presenting their children for the Sacrament of Baptism• Implement and run (with the support of volunteers) a Rite of Christian Initiation of Adults (RCIA) program in the parish
Responsibilities:	<p>The Catechist & Sacramental Coordinator is accountable to the Parish Priest for the following:</p> <ul style="list-style-type: none">• Coordinate the Catechists and Special Religious Education in the four government schools within the parish boundaries• Coordinate and run (with the support of volunteers) the Sacramental Program for children who do not attend the parish school• Coordinate and run preparation meetings for families intending to Baptise their children• Assist the parish priest with the formation of families for the Sacrament of Baptism• Implement and run (with the support of volunteers) a Rite of Christian Initiation of Adults (RCIA) program in the parish• Collect and securely store information required for sacramental registers• Complete the sacramental registers (as required)
Inter-relationships:	<p>The Catechist & Sacramental Coordinator interacts with the following internal and external individuals/groups:</p> <ul style="list-style-type: none">• The Parish Priest• The Parish secretary and other members of the parish support team• Catechists and other parish volunteers• Parishioners• Government Schools within the Parish• The Parish School leadership team

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**Knowledge,
Qualifications,
Skills and
Experience:**

The ideal Catechist & Sacramental Coordinator will have:

- A high level of communication skills
- A commitment to the Catholic faith and a familiarity with parish life
- Qualifications and/or experience in pastoral ministry and/or theology (desirable)
- A willingness to undertake Catechist, Safeguarding and Eucharistic ministry training
- A valid NSW Drivers Licence
- Ability to work flexibly

Attributes:

The Catechist & Sacramental Coordinator will demonstrate the following attributes:

- Professional manner and presentation
- Excellent people skills
- Attention to detail and a well-ordered approach to work
- Awareness of and a commitment to client service
- Excellent communication skills
- Proactive approach and a commitment to do whatever is necessary to ensure deadlines are met
- Capability to act with discretion, manage sensitive information, maintain confidentiality and work with diverse groups
- Understanding and capability to apply Workplace Health and Safety requirements
- Capacity to maintain a positive safeguarding culture through compliance with Codes of Conduct and Safeguarding Policies

**Performance
Management:**

The performance of the Catechist & Sacramental Coordinator will be assessed on a regular basis having regard to:

- Their performance on the key responsibilities and attributes for this role
- Service levels and the level of satisfaction expressed by key stakeholders
- Their ability to develop and maintain relationships with key stakeholders, both internally and externally

**Conditions of
Employment**

1. The position is part-time – approximately 2.5 days (20 hours) a week - with some weekend or afterhours work. Flexibility exists for the successful applicant to negotiate preferred days and daily start/finishing times and to periodically change set working days
2. A salary will be negotiated that is commensurate with the successful applicant's experience and qualifications
3. A 6-month probationary period will apply upon commencement, with a review process at that point
4. The Catechist & Sacramental Coordinator will provide evidence of a successful National Police Record Check and a NSW Working with Children Check
5. The Catechist & Sacramental Coordinator will be expected to engage in an annual performance appraisal facilitated by the Parish Priest

Expressions of Interest can be directed to Monsignor C/- the Parish Office either by phone (9525.1138) or email: office@stcaths.org