

Coordinator of Catechetical Ministry - Grades 1-8

St. Paul the Apostle Catholic Church, Chino Hills

Position summary

Assist the Director of Religious Education (DRE) with scheduling and overseeing classes. This includes some evening and weekend work. Assist with instruction of Catechists and required to be present at Catechist training workshops, specifically for grades 1-6 and Older Sacrament level preparation. Position reports to DRE.

Essential functions

- Assist with parent education classes, workshops, retreats, and teacher in services.
- Provide lesson planning schedule for each grade level (syllabus)
- Assist with registration process. Assist the DCM at all meetings.
- Assist catechists with lesson plan ideas and resources.
- Assist with the planning, preparation and facilitating of special events, i.e. Stations of the Cross, Catechist Retreats, Eucharist and Reconciliation Retreats for all levels of sacrament preparation.

Peripheral functions

- Assist the DCM in the efficient running of the Catechetical Ministry office.
- Assist catechists with appropriate resource materials. This will include holy day and holiday ideas, videos, activities and crafts that are age appropriate.
- Work with Sacrament prep catechists and DCM with retreats, typing schedules, keeping accurate account of sacrament students which will include entry into ParishSoft, rendering certificates, and input into the Sacramental registries.
- Preparation of Catechist Orientation binders and training, In-Service Booklets, and other booklets as needed, including sacrament celebration worship aids.
- Take telephone inquiries regarding registration or other matters pertaining to the Catechetical Ministry program. Follow-up messages promptly with returning calls and e-mails.
- Generate classroom lists, attendance rosters, reminders, monthly calendars, monthly prayers, certificates, flyers, teacher memos, signs and banners as needed.
- Other duties as assigned by DRE.

Qualifications

- Must be able to pass DOJ and FBI background clearance.
- Three years previous experience as a catechist with classroom management skills required.
- Completion of MFI courses preferred.
- Thorough knowledge of Catholic theology and catechetical methods especially as it relates to children.
- Knowledge and/or willingness to be knowledgeable of social media, Zoom, digital portals, online catechesis is highly preferred.

Physical Requirements

- Must be able to lift 30+ pounds on regular basis.
- Frequent standing, walking, sitting, lifting, carrying, pushing, pulling, climbing, stooping, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive overhead work, repetitive arm/hand/finger movements, sense of touch/feel, working in confined space or heights, temperature extremes.

Interested candidates, please forward your resume and cover letter with salary requirements to:

St Paul the Apostle Catholic Church
14085 Peyton Dr. Chino Hills, CA 91709
Attention: Manny Perez
email mperez@sptacc.org

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