

JOB DESCRIPTION

POSITION NAME: Office of Catechesis Associate	PARISH NAME: St. Pius X Church
REPORTS TO: Director of Religious Education & Coordinator of Confirmation	
CLASSIFICATION: Exempt	EFFECTIVE DATE: 7/1/2021

GENERAL STATEMENT OF DUTIES: The Office of Catechesis Associate is responsible to oversee the parish's overall efforts to form and support parents in their role as the primary catechists of their children.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

A. Religious Education:

1. Sets up and maintains databases for every religious education student, catechist, and family.
2. Creates class lists, teacher lists and attendance sheets.
3. Takes registration fees; records and sends to St. Pius Church Office for deposit.
4. Keeps track of unpaid balances and sends out statements to families.
5. Prepares mailings.
6. Makes purchases for teachers and office when needed (with prior approval).
7. Supports catechists on Wednesday evenings with materials and information.
8. Creates art or activities on a weekly basis.
9. Maintains Archdiocesan Liability waivers.
10. Maintains catechist teaching files (background checks, VIRTUS certificates, etc.)
11. Helps setup and participates in Catechist In-Services or DIOCORE.
12. Keeps track of email/cell phone numbers so parent can be contacted in case of closing.
13. Participates in parish staff meetings.
14. Assists in planning and participation in spiritual opportunities for children (e.g. VBS).

B. Sacramental Records

1. Keeps databases for all St. Pius X First Communion, Reconciliation and Confirmation students and their families.
2. Verifies sacramental data provided with parish records.
3. Creates First Communion and Confirmation Certificates and bulletin covers.

SUPERVISES: Supervises or assists with catechists, aides and other support staff as assigned.

Responsibilities Include:

- Maintains regular communication with the Pastor, Director of Faith Formation, and other members of the parish staff.
- Works with Faith Formation Director to ensure that faith formation programs and opportunities are appropriately staffed with competent and faith filled volunteers and employees.
- Assists with recruitment of volunteers; assists in training for volunteers.

- Maintains regular office hours.
- Organizes a calendar of events for his/her area(s) of responsibility.
- Ensures that the program has all the resources needed to be successful (e.g. textbooks, technology, materials).
- Remains connected in relationship with Archdiocesan Pastoral Center Staff and Policies/Procedures.
- Is a Catholic in “good standing”.
- Attends Archdiocesan functions relative to his/her position.
- Assists with the preparation of liturgical celebrations for special occasions as appropriate.

Collaborates with pastoral staff to integrate the total Faith Formation Plan for the parish.

JOB SCOPE: Position encounters both recurring work situations and occasional variations and questions. Incumbent operates from general directions, but also determines own practices and procedures, performing with moderate supervision.

COMMUNICATION/CLIENT CONTACT: Contacts are normally made inside and outside the Parish. Contacts frequently contain confidential/sensitive matters.

SPECIFIC JOB SKILLS:

1. Proficient with technology and social media.
2. Ability to prioritize workload to meet demands.
3. Requires excellent communication skills (both verbal and written).
4. Requires organizational skills with the ability to meet deadlines.
5. Requires high level of accuracy and attention to detail with ability to maintain confidentiality.
6. Requires proficiency in utilizing the Catechism of the Catholic Church and the Bible and other church documents.
7. Demonstrates an intercultural and intergenerational competency.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, handle, and perform repetitive motions of the hands/wrists. Lifts and moves items up to 20 pounds.

WORKING ENVIRONMENT: Entails frequent evening and weekend work.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.