

**Roles:** Coordinator of Adult Catechesis

**Posted:**

**Terms:** Part-time Employee, 16 hours/week

**Base Pay:** \$22/hour ~\$18,000 annually

**Reports to:** Pastor and Parish Administrator

**Supervises:** Catechists for Adult Catechesis

**Work Schedule:** Requires a flexible and variable schedule, including evenings and weekends

### **Role Purpose Statement**

The purpose of the Coordinator of Adult Catechesis (CAC) is to develop and implement opportunities that foster adult faith growth, evangelization and missionary discipleship at Holy Rosary Parish. Under the direction of the pastor, they will collaborate closely with the Coordinator of Family Catechesis and the Coordinator of Youth Evangelization & Discipleship to implement the pastoral letter of the Diocese of Crookston.

### **Responsibilities**

The Coordinator of Adult Catechesis is responsible for planning and coordinating parish retreats, parish missions, Bible studies and small group studies. The CAC also has a vital role in supporting the OCIA coordinator and the OCIA process (Order of Christian Initiation of Adults) as well as parents and sponsors of youth preparing for the sacrament of Confirmation.

### **Key Responsibilities**

#### **Development & Implementation**

- Develop, implement and evaluate opportunities for adults to deepen their understanding and relationship with Christ and the Catholic faith, integrating catechesis, evangelization and discipleship:
  - Parish retreats
  - Parish missions
  - Small group faith and Bible studies
- Provide opportunities for adult parishioners to meet for prayer and fellowship that will build community within the parish.
- Ensure alignment with the teachings and mission of the Catholic Church.
- Adjust opportunities based on the needs of the parish community.

#### **Adult Volunteer Recruitment, Training & Support**

- Recruit, train and provide support to adult volunteers who will teach and share the Catholic faith with other adults.
- Ensure volunteers who work with children or vulnerable adults have completed background checks and safe environment certification.
- Provide formation and prayer opportunities for volunteers.
- Provide volunteers with resources and assistance to teach and execute sessions.

## **Sacramental Preparation**

- Collaborate with pastor and Coordinator of OCIA for the celebration of the sacraments of those in the OCIA process.
- Support parents & sponsors of youth who are preparing for the sacrament of Confirmation.
- Ensure that sacraments received by newly initiated adults are recorded in the sacramental registry.

## **Collaboration and Communication**

- Collaborate with the pastor, Coordinator of Youth Evangelization and Discipleship (CYED), Coordinator of Family Catechesis (CFC), adult evangelization committee, and other parish staff and parish leaders.
- Develop and implement a communication plan to inform and engage parishioners about adult catechesis and evangelization events and opportunities.
- Encourage the involvement of adult parishioners in parish ministry.
- Collaborate with the parish liturgy coordinator to provide training for liturgical ministries.
- Collaborate with parish staff and CYED to plan mission trips for youth and adults.

## **Administration**

- Manage the adult catechesis program budget.
- Purchase catechetical materials and supplies for parishioners and adult small group leaders.
- Work to keep parishioner information safe, private and secure.
- Familiarity with and abiding by the Diocese of Crookston's Code of Conduct.

## **Other Duties**

- Attend parish staff meetings.
- Foster a culture of evangelization within the parish.
- Stay current with diocesan policies and guidelines.

## **Qualifications**

- A practicing, fully initiated member of the Catholic Church who adheres to the Church's teachings.
- Experience as a catechist or a small group faith/Bible study leader is valuable.
- A level of social maturity that can accurately represent the parish community.

## **Skills**

- Strong organizational, communication, and interpersonal skills.
- Attention to detail and hospitality.
- Knowledge of Catholic theology, scripture and liturgy.
- Ability to articulate personal faith experiences in a large or small group setting.
- Computer literacy