

Eastside Catholics
(St. Cecilia, St. Mary Hyde Park and the Oratory of St. John Vianney and St. Anthony)

Position Title: Coordinator of Catechesis

Status: Full Time, Salaried, Exempt

Reports to: Director of Evangelization

PRIMARY FUNCTION OF THIS POSITION

The primary objective of this role is to implement strategies of pre-evangelization and execute the processes for adult and children's initiatory catechesis.

MAJOR RESPONSIBILITIES AND REGULAR ACTIVITIES

Supports the Office of Catechesis and Evangelization in evaluating and implementing a wide variety of programs and opportunities to parishioners at different stages along the discipleship pathway.

- Participates in weekly staff meetings.
- Assists the team in achieving quarterly, yearly, and multi-year office goals determined according to the EOS model.
- Serves on the Catechesis and Evangelization Commission.
- Assists the Catechesis and Evangelization team with executing seasonal liturgical events.

Consults regularly with the Director of Evangelization on Pre-Evangelization strategies to invite individuals on the journey of discipleship.

- Stocks Media Kiosk with titles, disks, and other resources
- Evaluates opportunities for programs that assist individuals with initial questions about the life of faith (Alpha, etc.)
- Assess community touchpoints and potential for evangelism

Develops and manages the Family strategy for providing initiatory catechesis for both adults and children

- Oversees the OCIA Program
- Serves as the liaison to the Catechesis of the Good Shepherd program
- Oversees the Family's parish catechetical program for children and parents, Family of Faith, including calendar creation, recruitment and training of catechists, teaching parent classes, and assessing the ongoing effectiveness of the curriculum.
- Manages processes relating to children's sacraments (1st Reconciliation, 1st Communion, and Confirmation), such as organizing parent meetings, creating calendars, collecting and processing documents, organizing retreats, and planning Masses.
- Supports the efforts of St. Cecilia School and St. Mary School by organizing seasonal confessions, planning Vocations Day, sharing valuable catechetical resources, and coordinating the ARK assessment each year.
- Conducts monthly OCIC classes with children of the parish/school in preparation for their full initiation into the Catholic Church/reception of First Communion or Confirmation (as needed).

MINIMUM QUALIFICATIONS:

Education: The Coordinator of Catechesis is expected to one of the following:

- A Bachelor's Degree in Theology or a related theological field.
- A Bachelor's Degree in an unrelated field with a minor in Theology
- Significant demonstrable experience studying the Catholic faith in a formalized capacity

Experience: The Coordinator of Catechesis should have

- A minimum of three years of volunteer or staff experience within the parish setting, specifically in Religious Education, Faith Formation, and/or Sacramental Preparation.
- Strong public speaking ability
- A passion for accompanying children and adults on the journey of learning about the Catholic faith
- An inclination for working collaboratively with a team to execute goals
- Outstanding organizational and communication skills
- A strong prayer life that feeds their ministry

Working Environment: This position will have frequent evening and weekend work but will allow for the ability to flex hours for time worked outside of the normal hours of 9-5.

Employees of the Eastside Catholic Family will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Eastside Catholic Parishes. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.