



**Date:** August 3, 2023

**Position:** Coordinator of Parish Youth Catechesis

**Parish:** Saint Patrick, London, OH

**Deadline:** Until filled

**Status:** Part-time


**Practicing Catholic:** Required

**Position Summary:** The Coordinator of Parish Youth Catechesis has responsibility for transmitting the Gospel message to the parish and school community. This includes forming people of all ages to be disciples of Jesus Christ through sacramental preparation, catechesis, and catechist training. The Coordinator of Parish Youth Catechesis will work in collaboration with the Pastoral Catechetical Team (consisting of the Pastor, the school Principal, and the Permanent Deacon of the parish to work towards mission advancement within Saint Patrick Parish and School aligned with the mission of the parish.

**Job Responsibilities:** The individual applying for this position would perform the following responsibilities:

1. Collaborate with the Pastor to provide K-8 students personal encounters with Christ and equip them to be missionary disciples.
2. Direct the planning, implementation, and evaluation of a comprehensive catechetical program for kindergarten through 8th grade, including formation for sacraments. This includes a focus with a Family Catechesis Model, or other programs as approved by the pastor.
3. Provide Sacramental formation for High School students as needed.
4. Keeps all necessary records as required by the Diocese and Civil Law.
5. Assist with recording sacramental information and sending notifications to parishes of baptism as needed.
6. Provides adequate resource materials for the staff and volunteer leaders.
7. Serve as an active engaged member of the parish staff and pastoral council.
8. Work with the Pastoral Catechetical Team to foster lay leadership development for youth ministry by recruiting, training, supporting, and supervising teams of adult catechists, volunteers, and youth leaders.
9. Provide monthly catechesis opportunities for parents, focusing on parents as the first teachers of the faith.
10. Keeps the parish informed of activities and advocates for ongoing parish support and involvement.
11. When applicable, support and promote youth ministry initiatives in the parish or connect them to Deanery and Diocesan programs.
12. Assists with the implementation of the Parish Summer Vacation Bible School, as needed.
13. Regular attendance and punctuality are essential for this job.





**Required:** Must be a practicing Catholic in good standing with the Church. Compliance with BCI&I background checks and completion of Protecting God's Children program and other Safe Environment requirements as necessitated by the Diocese of Columbus.

**Education:** BA in Religious Education/Catholic Theology or equivalent is preferred. Other Bachelor Level Degrees or higher may be accepted by the Pastor provided that some course work in Catholic Theology is pursued and/or maintained during employment.

**Experience:** Minimum 3 years' parish religious education experience or similar experience is required; familiarity with principles and dimensions of adult faith formation, catechist formation, young adult ministry and total youth ministry is preferred; proven administrative skills including interpersonal relations, conflict resolution, management and supervision, budget preparation and collaborative minister.

**Job Related Skills:** Experience with catechetical methodology and adult learning process; experience in ecclesial/ministerial visioning and planning including familiarity with Church structures and systems.

**Interpersonal Skills:** The ability to work with others in a collaborative team environment.

For a complete Job Description, candidate submission should include cover letter, resume, and references via email to:

Fr. Anthony A. Dinovo, Jr.  
Pastor - St. Patrick Church, London, OH  
[adinovo@columbuscatholic.org](mailto:adinovo@columbuscatholic.org)