



ARCHDIOCESE OF
CINCINNATI

VOCARE

The Vocare Administrator

A designated Vocare Administrator is identified at each parish and school. This role may be assigned to the parish catechetical leader or school principal. Alternatively, the pastor and catechetical leader or principal may delegate this responsibility to a person of the parish/school staff, catechetical ministry or parish/school community.

Requirements for the Vocare Administrator:

- At least 18 years of age.
- Responsible, trustworthy and competent.
- Have basic knowledge of digital and internet data systems.
- Be an advocate of catechist formation and the Archdiocese of Cincinnati certification process.
- Know, understand and be able to explain and offer feedback pertaining to administrator tasks.
- Be committed to ongoing formation including orientations, trainings and workshops specific to the role of the onsite Vocare Administrator.

Role of the Vocare Administrator:

The Vocare Administrator is responsible for administering the parish/school group account within the Vocare online system. The system is accessible from the Archdiocesan/Vocare web site. Vocare is implemented by the Archdiocese of Cincinnati Center for the New Evangelization (CNE).

Key responsibilities:

- Serve as administrative support for the school/parish, offering ongoing formation or catechist certification to the parish or school faculty.
- Have computer accessibility to assist/train parish/school leaders in their site activities.
- Provide assistance with online and onsite registration, logging into the system, registering for accreditation of outside retreats, seminars, workshops, "Live Classes", graduate course work, and navigating the system etc.

- Support school/parish leaders in monitoring the progress and participation of catechists and teachers on the system.
- Assist with process related to fees and costs to catechists and the parish/school.
- Assure the addition of new catechists/teachers to the system, monitoring and confirming as required.
- Monitor the progress of catechists/teachers and their participation on the online system.
- Maintain accuracy of active and inactive participants, identifying catechists who are no longer active.
- Create reports that will inform diocesan directors and leaders and assist the parish/school in its effort to form catechists and teachers including, but not limited to assessment reports, progress reports, and other parish data analysis reports.
- Collaborate with parish/school catechetical leader to request and register certification sessions ("Live Courses") that will be hosted by and at the parish/school.
- Assist with user troubleshooting issues.
- Assist with requests for grants for volunteer catechists.
- Maintain regular communication with CNE support team.
- Help users print catechist certificates.
- Provide onsite computer accessibility for catechists to use for registration and online formation sessions. The number of computers available at each parish/school is to be determined based on local need.
- NEVER add or delete users personally. New users should be put into Vocare using the Vocare Access form. Users no longer at a parish or school should be removed from Vocare by sending their name and email address to Vocare Support.

Opportunities for the Vocare Administrator:

The Vocare administrator has the opportunity to engage in pastoral companionship with the parish/school staff, ministers and, most importantly, catechists working toward certification.

Since Vocare allows administrators to print catechist certificates it is highly recommended that the presentation of catechist certificates be established in a significantly affirming manner. "Catechetical Sunday" presents an ideal platform for catechist commissioning, recognition and distribution of catechist certifications in the context of the community. When possible, it is preferable to incorporate this into a liturgical celebration.