

## **Associate Director (AD) Catechetical Office - Diocese of Paterson**

The AD must be a person on fire for Jesus and in love with His Church, who can inspire catechetical leaders and catechists throughout the diocese. The AD provides formation, tools and resources necessary for parishes to carry out catechetical ministry with families and people of all ages (Jesus' mission). The AD will help parish leaders in their ministry with families by providing training, materials, consultation, and support for program design and implementation. The AD needs to be a leader who is highly motivated and organized, with excellent communication and interpersonal skills. The AD needs to have the ability to cooperate with develop strategies for catechetical ministry (dreaming, planning, and implementing initiatives) and to manage programming.

The AD works as part of the diocesan team in cooperation with and under supervision of the Director of the Catechetical Office, making possible the following tasks,

### **Leadership**

- Helping to coordinate the Catechetical Certificate English and Spanish
- Visiting and meeting with pastors, DREs/CREs, and catechists in parishes to provide assistance with catechetical ministry
- Providing formation and training for DREs/CREs and catechists
- Creating and applying the Diocesan Catechetical plan
- Sharing the diocesan vision for catechesis
- Inspiring young catechetical leaders
- Working with pastors and DRE/CREs to design programming that meet the needs of today's families

- Working with pastors and DRE/CREs to design new catechetical models that meet the needs of today's children, youth, and adults; and is responsive to the ethnic communications in the Diocese.
- Using the latest and most effective methods, tools, and technologies to provide formation and training, to network pastors and catechetical leaders, to provide consultative assistance with catechetical programming

### **Management**

- Updating catechetical electronic library, calendar, and social media.
- Being up to date on the guidance and direction from the USCCB and the Dicastery for Evangelization to pass on the pastors and catechetical leaders.
- Participating in the meetings of the CLA.
- Being present on the monthly online Catechetical conversations, Thursday – English, Friday – Spanish (7:30pm – 8:30pm).
- Coordinating with Diocesan Catechetical Conferences, workshops, and meetings.
- Answering questions about Diocesan catechetical policies by phone and email.
- Updating the library with the new catechetical texts approved by the USCCB.

### **Academic Qualifications:**

The AD should possess a master's degree or pursuing a masters as a minimum requirement, preferably a degree in religious education, theology, scripture, or pastoral ministry. The AD should have some knowledge of related fields such as education, sociology, faith development, psychology, and administration. The applicant must have three to five years of experience with catechesis.

**Note:** We will be adding some new descriptions according to the needs and the new guidance that the USCCB will be giving the following years.