

St. Benedict Parish, Terre Haute, Indiana

Position Description

Position Title: Parish Catechetical Leader

Status: Full-time

I. Identifying Information Classification: M-3

Reports to: Pastor

Supervises: Part-time employees and Volunteers

II. Primary Functions

The Parish Catechetical Leader serves as an assistant to the Pastor and under his supervision in the coordination of a wide range of parish activities and programs. These activities and programs include: RCIA for adults and children of catechetical age, sacramental preparation for Baptism, Confirmation (excluding high school age youth), Eucharist and Reconciliation, religious education for preschool through eighth grades, young adult ministry and adult faith formation in collaboration with the Faith Formation Committee.

III. Position Content

A. RCIA

- Administer the process of initiation for adults and of children of catechetical age according to the Church document “*Order of Christian Initiation.*”
- Recruit and train catechists and initiation team members for *Rite of Christian Initiation of Adults*

B. Sacramental Preparation

- Administer the preparation for Baptism, Confirmation (excluding high school age youth), Eucharist and Reconciliation for children.
- Coordinate the Baptismal preparation process for parents requesting Baptism of young children according to the vision of *Order of Baptism of Children.*

C. Religious Education for Pre-school through 8th grades

- Administer the catechetical programs for preschool through grade eight in the parish religious education program.
- Participate in the Vacation Bible School for parish children in collaboration with other Terre Haute parishes.
- Arrange for the maintenance of accurate records on participant enrollment, attendance, and sacrament reception and provide such records to parish and archdiocesan leadership.
- Involve families in the faith formation process, especially in sacramental catechesis.
- Collaborate with pastor, parish liturgy committee and director of music to provide opportunities for prayer and worship within the catechetical setting and within the larger parish. This includes Sunday Masses with children and Christmas Eve children’s liturgy.
- Facilitate community-building and social activities for families.

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D. Adult Faith Formation (in collaboration with the Faith Formation Committee)

- Support existing programs and participate in the development of opportunities for adult faith formation and ministry to young adults.

E. Tasks applying all areas listed above

- Set program calendars, schedule facilities, organize registration and fee collection
- Work with the maintenance director to ensure maintenance and safety of facilities.
- Prepare budgets and oversee expenditures.
- Participate in catechetical meetings and formation opportunities offered by the Terre Haute Deanery and the Archdiocese of Indianapolis
- Serve as staff liaison to the Faith Formation Committee
- Regularly share information in the parish bulletin regarding the parish's catechetical vision and upcoming events.

F. Professional Development

- Attend to spiritual and professional development.
- Maintain memberships in professional organizations, particularly at the deanery and archdiocesan levels.

IV. Position Specifications and Requirements

A. Skills, Knowledge and Abilities

Solid understanding of catechesis in the Church's mission of evangelization.

Pastoral sensitivity, ability to collaborate, keen sense of confidentiality, flexibility.

Good organization skills and writing skills.

Conversant with basic software and technology, e.g., Microsoft Word, Excel, PowerPoint.

B. Education, Training, and/or Experience

Bachelor's degree in theology or related field and experience as a catechist or teacher.