

## Parish Catechetical Leader Position Description

The Church of Saint Anselm is a suburban parish of 2400 families. The parish has formally clustered with Saint Francis of Assisi Church, Gates Mills, since 2009. Our St. Anselm mission, "We are a Roman Catholic family of believers committed to following Jesus Christ by welcoming, celebrating, caring, evangelizing and growing in his image," provides a welcoming context for parishioners and staff to live our faith and tradition.

The Catechetical Leader is responsible for the development, implementation and evaluation of ongoing education and faith formation programs for catechists, families, children and youth of the parish community. He/she is a member of and collaborates with the pastoral staff.

### Major Areas of Responsibility

#### Religious Education of Youth

Parish Religion Program K-8  
Parish Sunday Pre-School (ages 3-5)  
Vacation Bible School (one week)  
Liturgy of the Word for Children (age 5-8)

#### Sacramental Preparation

Infant Baptism  
Confirmation  
First Eucharist  
First Reconciliation

### Secondary Responsibilities

- Recruit, train and motivate catechists and aides.
- Recruit and train coordinators for primary and middle school levels.
- Establish curriculum for all levels.
- Communicate with pastor, staff, parents and parishioners.
- Implement *VIRTUS* Child Protection Training for catechists and aides.
- Implement *Praesidium* including training of catechists, children and parents.
- Develop annual calendar and schedule registration, classes, meetings, special events.
- Hold regular faculty meetings and provide for certification training and inservices.
- Organize, schedule and implement parent meetings.
- Research and select appropriate text and instructional materials.
- Maintain student records, including reception of the sacraments.
- Communicate and collaborate with the School Principal.
- Collaborate with and resource the youth ministry team and activities.
- Supervise support personnel.
- Other assignments

- Maintain communication with appropriate Diocesan Offices, attend diocesan meetings, implement diocesan guidelines.
- Maintain knowledge of current trends, instructional materials and resources in Religious Education.

**Skills Needed:**

- Passion for work with youth
- Ability to teach
- Faith filled with sound understanding of Catholic theology and practice
- Pastoral presence
- Organizational ability
- Ability to network with parishioners

**Qualifications include:**

- Bachelor's Degree in theology or related field
- Desire for ongoing professional development
- Parish education and ministry experience
- Diocesan Certified Lay Ecclesial Minister or willing to seek certification
- Weekend program availability

**Please send cover letter, resume and list of three professional references to :**

St. Anselm Church, Attn: Rev. Thomas Sweany, 12969 Chillicothe Road, Chesterland, OH 44026, [anselmst3@aol.com](mailto:anselmst3@aol.com) by March 9, 2012.

**Position available May 1, 2012**