



Employment Opportunity

Date: Revised August 15, 2022
Reports To: Pastor
Position: Catechetical Assistant

Deadline: Until Filled
Status: Full-time/Hourly
Practicing Catholic: Required

Position Overview: The Catechetical Assistant has the responsibility for assisting the Pastoral Catechetical Team in planning and executing programs and events for the parish and school as needed. This includes forming people of all ages to be disciples of Jesus Christ through sacramental preparation, middle and high school youth ministry, children catechesis, and catechist training. This collaboration will work towards mission advancement within Saint Michael's parish and school aligned with the mission of the parish, especially the "Our Faith, Our Mission" parish initiative and the Diocesan "Real Presence, Real Future" initiative. Membership and active participation in the "Word on Fire Institute" is a highly encouraged.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the Parish Employee Policy Manual, and in compliance with Civil Law, as well as both Universal and Particular (Diocesan) Canon Law of the Catholic Church.

Essential Job Responsibilities:

1. Take on new roles in the parish to implement the parish's mission, purpose, and vision.
2. Collaborate with the Pastoral Catechetical Team to provide K-12 students (SM school and public school) and adults personal encounters with Christ and equip them to be missionary disciples.
3. Understand and assist with the vision of the Dominican Sisters of Mary, the Mother of the Eucharist in the school by working in close collaboration with the School Principal and Middle School Theology Teacher at St. Michael School to create opportunities for further formation for school students.
4. Assist with the planning, implementation, and evaluation of a comprehensive catechetical program for kindergarten through 8th grade, including formation for sacraments. This may include a focus with a Family Catechesis Model and the Catechetical Institute of University of Steubenville.
5. Assist with the retention of records as needed in registration and student attendance as required, as well as for Sacramental Records as needed.
6. Provide Sacramental formation for High School students as needed.
7. Provides adequate resource materials for the staff and volunteer leaders.
8. Serve as an active engaged member of the parish staff and pastoral council.
9. Work with the Coordinator of Adult Faith Formation, the Coordinator of Youth Catechesis and the Damascus Youth Ministry Team to foster lay leadership development for youth ministry by recruiting, training, supporting, and supervising teams of adult catechists, volunteers, and youth leaders.
10. Assist the Pastoral Catechetical Team in all duties, recognizing when to lead and when to follow as outlined in job description.
11. Keeps the parish informed of youth and adult catechetical activities and advocates for ongoing parish support and involvement, especially through the Parish Pastoral Council.
12. When applicable, support and promote youth and adult ministry initiatives in the parish or connect them to Deanery and Diocesan programs.



13. Assists with the implementation of the Parish Summer Vacation Bible School
14. Assist with organizing Annual Parish Lenten Mission.
15. Regular attendance and punctuality are essential for this job.

Education/Experience: 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 or maintained during employment.

Minimum 3 years' parish religious education experience or similar experience is preferred; 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

Language skills: Strong oral and written communication skills are required; ability to read and comprehend instructions, write correspondence, and memos.

Compensation is commensurate with the candidate's education and experience. Full-time benefits are according to Diocesan policy. Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS "Protecting God's Children" program.

Send cover letter, resume, and references to:
Fr. Anthony A. Dinovo, Jr. Pastor at adinovo@saintmichael-cd.org