



PASTORAL OFFICE
 641 SW Umatilla Ave. • Redmond, Oregon 97756
 Phone (541) 388-4004 • Fax (541) 388-2566
 www.dioceseofbaker.org

Chancery Pastoral Center	Job Description
Position Title: Coordinator of Catechetical Ministry Primary Areas: Catechesis and Religious Education	Department: Office of Evangelization and Catechesis
Reports to: Director of Evangelization and Catechesis	Date: November 2018
Classification: full-time, exempt	

General Summary

The Coordinator of Catechetical Ministry works as a member of the Evangelization and Catechesis team. The mission of the team is to equip, empower, and encourage all involved in Evangelization and Catechetical activities within the diocese, especially in parishes and Catholic families. All efforts of the Evangelization and Catechesis team are guided by the vision of the Bishop of the Diocese of Baker.

The Coordinator is responsible for the review and development of catechetical resources, and to provide training for catechists and support as needed. Parishes look to this Office for guidance in religious education curricula, sacramental preparation guidelines (including Marriage), RCIA, adult faith formation, and diocesan catechetical certification programs.

This position requires travel (averaging 25%) to parishes and schools throughout the diocese to meet with staff and volunteers. This person also serves as a member of a training team for various ministry leadership and catechetical workshops. Written and oral proficiency in both English and Spanish is preferred but not essential.

Qualifications

- An exemplary Catholic in good standing with the Church
- Bachelor of Arts degree in catechesis, theology, religious education, or a related field
- 7+ years of experience working in a catechetical role
- 3+ years of management or supervisory experience
- 3+ years of administrative experience
- Demonstrated knowledge and experience incorporating magisterial and catechetical standards and norms, and precepts of the New Evangelization into all catechetical initiatives
- Excellent written, verbal, public speaking, and presentation skills
- Competent computer skills: email, Word, Excel, PowerPoint, Publisher software and Social Media
- Experience in defining catechetical guidelines and curriculum standards

Responsibilities

- Function as a member of the Evangelization and Catechesis Team
- Analyze the catechetical needs of the diocese, and develop a diocesan catechetical plan in coordination with Youth and Young Adult ministry and the Evangelization Office.
- Advise diocesan catechetical policies in consultation with others responsible for the evangelization and catechetical mission of the diocese
- Develop a diocesan curriculum guide based on the *General Directory for Catechesis*, the *National Directory for Catechesis*, USCCB approved textbooks, and the *Catechism of the Catholic Church*



- Provide guidelines for programs of sacramental preparation, and for life-long parish catechesis
- Evaluate and recommend catechetical textbooks, materials, and other resources
- Provide assistance in the evaluation of parish catechetical programs, using instruments that measure cognitive, affective, and behavioral objectives
- Assist in diocesan catechetical certification programs and resources
- Provide resources to meet the needs of persons with disabilities
- Engage in strategic planning as directed by the Bishop

To apply:

Interested candidates please email Josh Schaan, Director of Evangelization and Catechesis: josh@dioceseofbaker.org. Please include the following.

- Cover Letter
- Resume of Experience and Education
- Three Professional References