

## Good Shepherd Catechesis Coordinator

### ➤ Overview

The Coordinator assumes an administrative role providing necessary support to the Catechesis of the Good Shepherd. The Coordinator may or may not be a Catechist.

### ➤ Activities/Responsibilities

- Acts as the contact person for the parish, receives calls concerning the Catechesis of the Good Shepherd and following up on these inquiries.
- Keeps the parish staff informed of the schedule for the program and the rooms needed.
- Calls an annual or semi-annual meeting with the Catechists for planning and communication purposes.
- Maintains ongoing communication with the Catechists.
- Receives class lists from each Catechist, provides a copy for the church office and maintains the master list.
- Maintains contact list of Good Shepherd Catechesis Catechists.
- Ensures any changes in the list of Good Shepherd Catechesis Catechists are communicated promptly to the Parish Volunteer Screening Committee.

**The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.**

#### Other specifics:

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### ➤ Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Must be at least 18 years of age.
- Is recognized within the parish community as a person of good reputation.
- Has appropriate leadership and facilitation skills.
- Can relate effectively and communicate clearly with others.
- Must hold a certificate in the Catechesis of the Good Shepherd Program.
- Experience as a Good Shepherd Catechesis Catechist is desirable.
- Has a helpful, supportive and non-threatening attitude in working with children and their parents.
- Has good organizational skills.
- In cases of emergency, knows contacts and/or procedures.

➤ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Pays close attention to detail.
- Ability to work with Catechists in a spirit of unity and harmony, offering talents and experience for the good of all.
- Possesses a deep sense of spirituality with a desire for further faith development.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.

➤ **Orientation and Training**

Standard parish orientation program.

As a Catechist, has completed Level I: Foundations Course; the child birth – 6 component of the Good Shepherd Catechesis Certificate Programme, jointly offered by the University of St. Michael's College and the Archdiocese of Toronto Catholic Office of Religious Education. Completion of Level II: The Child 6-9 and Level III: the child 9-12 is required.

➤ **Participant Group**

Children 3-6, 6-9, 9-12 years of age and their families.  
Catechists of the Good Shepherd Catechesis.

➤ **Support, Supervision, and Evaluation**

The Pastor is the first level of support, supervision and evaluation.

Support is offered through the Catechesis of the Good Shepherd Office (Catholic Office of Religious Education, Archdiocese of Toronto). This support extends to the American National Office and the International Council in Rome.

➤ **Length of Ministry Appointment**

\_\_\_ year term.

➤ **Benefits and Working Conditions**

It is the wonder and joy of the child's encounter with God that has given birth to the Catechesis of the Good Shepherd. It is that joy and wonder that is experienced by the adult.

Will develop a deep satisfaction in providing support to the Catechists as they share the environment of prayer and reflection with the children.

Will directly contribute to the spiritual life of the parish.

Will further develop administrative and relational skills.

This is a volunteer position which requires a time commitment of \_\_\_ hours per week/ \_\_\_ hours per month.

The Atrium is a closed room with access to washroom facilities.

Must be available to attend all regularly scheduled meetings.

Must be able to attend the orientation session and training sessions as required.

➤ **Screening Recommendations**

This is a High risk position.

Completion of a Volunteer Information Form is required.

An interview and personal reference checks are required.

A Criminal Record Check is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

Participant follow-ups will be conducted.

**This ministry position description accurately reflects the Ministry of Good Shepherd**

**Catechesis Coordinator currently practiced at \_\_\_\_\_.**  
(Parish Name)

\_\_\_\_\_  
Parish Volunteer Screening Committee

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date

**Prepared by: Archdiocese of Toronto**