



Ministry Position: Catechesis of the Good Shepherd Parish Coordinator

Date Last Reviewed: July 2019

◆ Position Overview

The Catechesis of the Good Shepherd (CGS) Parish Coordinator assumes an administrative role for a Catechesis of the Good Shepherd program. The Coordinator may or may not be a Catechist.

◆ Activities/Responsibilities

- Act as contact person for the parish, promoting CGS within the parish and responding to inquiries about the Catechesis of the Good Shepherd
- Manage registration for the parish CGS program, receiving registration forms and fees, maintaining a master list of participating children and families, and providing updated copies of master list to the church office
- Keep parish staff informed of the schedule for the program and the rooms needed
- Maintain atrium environment
- Maintain contact list of Catechesis of the Good Shepherd catechists and families
- Maintain ongoing communication with the Catechists, arranging regular meetings for planning and communication purposes
- Ensure any changes to the list of Catechesis of the Good Shepherd 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

- Must be a fully initiated member of the Catholic Church in good standing
- Must be recognized within the parish community as a person of good reputation
- Must be at least 18 years of age
- Must hold a certificate in the Catechesis of the Good Shepherd Program; experience as a Catechesis of the Good Shepherd Catechist is desirable
- Must possess appropriate leadership, facilitation, and organizational skills



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- Must be able to relate effectively and communicate clearly with others
- Must maintain a helpful, supportive and non-threatening attitude in working with children and their parents
- Able to act in emergency situations with knowledge of program contacts and parish procedures

◆ **Personal Traits and Qualities**

- Desires to serve the community and to commit time and talents to this ministry
- Is honest, dependable and can maintain strict confidentiality
- Pays close attention to detail
- Is able 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

◆ **Screening Requirements**

This is a High Risk/Position of Trust.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked
- Complete a Police Information Check
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years
- Participant follow-ups may be conducted

◆ **Orientation and Training**

Standard parish orientation program, including AODA training.

As a Catechist, has completed the Level I: Foundations Course; Children Ages 3 - 6 component of the Catechesis of the Good Shepherd Certificate Program, jointly offered by the Catechesis of the Good Shepherd Office/Archdiocese of Toronto and Continuing Education/University of St. Michael's College.

Has completed or is working towards completion of Level II: Children Ages 6-9 and Level III: Children Ages 9-12 is required.



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◆ Participant Group

Children ages 3-6, 6-9, 9-12 and their families; Catechists of the Catechesis of the Good Shepherd

◆ Support, Supervision and Evaluation

The Pastor and/or Pastoral Team is the first level of support, supervision and evaluation. Support is offered through the Catechesis of the Good Shepherd Office, Archdiocese of Toronto.

◆ Length of Ministry Appointment

One (1) year term with the ability to renew.

◆ 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
- Must be able to attend the orientation session and training sessions as required
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **Catechesis of the Good Shepherd Parish Coordinator** currently practised at,
 _____ Parish.

Pastor’s Signature	Parish Volunteer Screening Coordinator’s Signature	Date
PASTOR NAME	COORDINATOR NAME	
_____	_____	

Prepared by: Archdiocese of Toronto, Volunteer Screening Department