



Ministry Position: Religious Education Coordinator

Date Last Reviewed: July 2019

◆ Position Overview

The Coordinator shares in and helps carry out the initial and ongoing catechetical mission of the church. He/she oversees the functioning of the Religious Education Program offered at the parish for children not attending a Catholic school, by guiding and supporting the Catechists.

◆ Activities/Responsibilities

- Maintain contact list of all Religious Education Catechists
- Ensure any changes in the list of Catechists are communicated promptly to the Parish Volunteer Screening Committee
- Responsible for recruiting Catechists and all other Religious Education Program volunteers
- Train, supervise and evaluate Catechists and all other volunteers
- Assign Catechists to appropriate classes and arrange locations for lessons
- Meet with Catechists on an ongoing basis to offer support, suggestions and feedback on current and upcoming Religious Education lessons
- Ensure Catechists’ lessons are in accordance with parish-approved curriculum
- Responsible for replacement of Catechists in the event of short notice cancellation
- Collaborate with the Pastor and with other members of the parish staff, to integrate responsibilities with the overall parish endeavour
- Responsible for communication with parents/guardians
- Announce and oversee registrations
- Ensure that appropriate materials are available for the program, and communicate the purchase of required resources to the Pastor
- Prepare calendar and events for the school year
- Available for meetings and training on both the Parish and diocesan levels
- Schedule, coordinate and is present for planning meetings as required

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**

- Fully initiated member of the Catholic Church in good standing
- Must be at least 18 years of age.
- Recognized within the parish community as a person of good reputation.
- Should have experience as a Catechist
- Familiar with the processes and pedagogy involved in the coordination and delivery of a Religious Education Program for children
- Has appropriate leadership and facilitation skills
- Has good organizational skills
- Can relate effectively and communicate clearly with others
- 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
- Needs to be a person of prayer
- Has a helpful, supportive and non-threatening attitude in working with children and their parents
- Comfortable with being accountable and is sensitive to the observance of proper boundaries
- Honest, dependable and can maintain strict confidentiality
- Pays close attention to detail
- Demonstrates a spirit of generosity and creativity.

◆ **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



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◆ **Orientation and Training**

Standard parish orientation program, including AODA training, and Religious Education Coordinator training provided by the incumbent Coordinator or the Archdiocese of Toronto through the Office of Formation for Discipleship

◆ **Participant Group**

Religious Education Catechists & volunteers, children, parents/guardians and other Leaders within the parish community.

◆ **Support, Supervision and Evaluation**

The Pastor and/or Pastoral Team is the first level of support, supervision and evaluation.

◆ **Length of Ministry Appointment**

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

◆ **Benefits and Working Conditions**

- Will directly contribute to children’s spiritual development
- Will further develop leadership, training and facilitation skills
- Opportunity to perform community service and gain experience for the purpose of school or career advancement
- Must be available to attend all regularly scheduled meetings
- 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 **Religious Education Coordinator** currently practised at, _____ Parish.



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Pastor's Signature PASTOR NAME _____	Parish Volunteer Screening Coordinator's Signature COORDINATOR NAME _____	Date
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Prepared by: Archdiocese of Toronto, Volunteer Screening Department