

## SECTION 2

# ROLE DESCRIPTIONS

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## **JOB DESCRIPTION DEVELOPMENT**

The focus of a job description for a Catechetical Leader should ideally articulate the desired results of that position. It is important to note that a job description is to be developed collaboratively between the Pastor (possibly with the addition of a consultative committee) and the individual who holds or will hold that position for which a job description is needed.

A job description is to be realistic. It is developed as something feasible within the time-frame contracted by the parish and the Catechetical Leader.

Job descriptions are to be reviewed annually. A good time for this is during the time of contract renewal.

The following are questions which can be of assistance in developing a job description:

### **Responsibilities of the Catechetical Leader**

- What are the key responsibilities of this position?
- What are the goals/objectives expected for the tasks of these responsibilities?
- What individuals/resources will be required to accomplish the tasks?
- How many staff members and volunteers are to be supervised within this position?
- What is the interaction required for supervision?

### **Responsibilities to the Pastor**

- How often does the Catechetical Leader update the Pastor regarding the catechetical program?
- What information will the Pastor need on a regular basis?
- Are there any areas in which the Catechetical Leader will be asked to serve as a resource to the Pastor?

### **Collaboration**

- What are the areas of collaboration?
- Who is responsible for initiating the collaborative efforts?
- Who is responsible for the results of the collaboration?

### **Professional Support and Networking**

- What Diocesan groups can/should the Catechetical Leader look to for support?
- In what professional associations can/should the Catechetical Leader become an active member?

### **Parish Structures of Leadership**

- On what parish committees should the Catechetical Leader participate?
- What parish meetings should the Catechetical Leader attend? With what frequency?



## ROLE DESCRIPTIONS FOR CATECHETICAL LEADERS IN THE DIOCESE OF ROCKFORD

DIRECTOR OF RELIGIOUS EDUCATION	COORDINATOR OF RELIGIOUS EDUCATION	DIRECTOR OF YOUTH MINISTRY
<p>The Director of Religious Education is a parish minister who has achieved an undergraduate or graduate degree in Religious Studies and/or Theology. Minimally, DREs have completed the Diocesan Ministry Formation Program and the Catechetical Leader Certification Process. In collaboration with the Pastor, the DRE provides leadership in the development of the faith community and the design and implementation of programs for adults, youth and children.</p>	<p>The Coordinator of Religious Education is a parish minister who usually coordinates the organizational aspects of a particular portion of a parish catechetical program under the supervision of the Pastor or the DRE. The CRE has achieved, minimally, Level II in the Catechist Certification Program and has experience in catechetical ministry.</p>	<p>The Director of Youth Ministry is a parish minister who has achieved an undergraduate or graduate degree in Religious Studies, Theology, and/or Youth Ministry. Minimally, DYMs have completed the Diocesan Ministry Formation Program and/or have been certified in Youth Ministry. In collaboration with the Pastor and DRE, s/he provides leadership in the development of the faith community and the design and implementation of programs specifically for youth.</p>
<p><b>Faith Community</b></p> <ol style="list-style-type: none"> <li>1. Provides opportunities in faith formation for families and catechists.</li> <li>2. Insures that the basic doctrines of our faith are taught.</li> <li>3. Provides prayer and liturgical experiences for catechists, students and catechetical staff.</li> <li>4. Assists in planning the parish celebration of those sacraments for which the DRE directs catechesis.</li> <li>5. Participates in experiences of faith development with members of the pastoral staff.</li> <li>6. Encourages and develops a spirit of and opportunities for Christian service.</li> </ol>	<p><b>Faith Community</b></p> <ol style="list-style-type: none"> <li>1. Assists in providing opportunities in faith formation for families and catechists.</li> <li>2. Insures that the basic doctrines of our faith are taught.</li> <li>3. Provides prayer and liturgical experiences for catechists, students and catechetical staff.</li> <li>4. Assists in planning the parish celebration of those sacraments for which the CRE coordinates catechesis.</li> <li>5. Participates in experiences of faith development with members of the pastoral staff.</li> <li>6. Encourages and develops a spirit of and opportunities for Christian service.</li> </ol>	<p><b>Faith Community</b></p> <ol style="list-style-type: none"> <li>1. Provides opportunities in faith formation for families and catechists.</li> <li>2. Insures that the basic doctrines of our faith are taught.</li> <li>3. Provides prayer, liturgical, retreat, and service experiences appropriate for youth.</li> <li>4. Assists in planning the parish celebration of those sacraments for which the DYM directs catechesis.</li> <li>5. Participates in experiences of faith development with members of the pastoral staff.</li> <li>6. Encourages and develops a spirit of and opportunities for Christian service.</li> </ol>

DIRECTOR OF RELIGIOUS EDUCATION	COORDINATOR OF RELIGIOUS EDUCATION	DIRECTOR OF YOUTH MINISTRY
<p style="text-align: center;"><b>Vision and Mission Statement</b></p> <ol style="list-style-type: none"> <li>1. Collaborates with Pastor, staff, parish Pastoral Council, and key catechetical personnel in the development of the religious education vision and mission statements.</li> <li>2. Insures that religious education programs are rooted in the Gospel, the <i>Catechism of the Catholic Church</i>, guidelines from the <i>General Directory for Catechesis</i> and other relevant Church documents.</li> <li>3. Communicates the parish religious education vision and mission statements to the pastoral staff, education commission, catechists, parents and the parish community.</li> <li>4. Initiates periodic review of religious education vision and mission statements.</li> </ol>	<p style="text-align: center;"><b>Vision and Mission Statement</b></p> <ol style="list-style-type: none"> <li>1. Assists with Pastor, staff, parish Pastoral Council, and key catechetical personnel in the development of the religious education vision and mission statements.</li> <li>2. Communicates the parish religious education vision and mission statements to the pastoral staff, education commission, catechists, parents and the parish community.</li> <li>3. Participates in a periodic review of religious education vision and mission statements.</li> </ol>	<p style="text-align: center;"><b>Vision and Mission Statement</b></p> <ol style="list-style-type: none"> <li>1. Collaborates with Pastor, staff, parish Pastoral Council, and key catechetical personnel in the development of the youth ministry vision and mission statements.</li> <li>2. Insures that youth ministry education programs are rooted in the Gospel, the <i>Catechism of the Catholic Church</i>, guidelines from the <i>General Directory for Catechesis</i>, <i>Renewing the Vision: A Framework for Catholic Youth Ministry</i> and other related Church documents.</li> <li>3. Communicates the parish youth ministry vision and mission statements to the pastoral staff, education commission, catechists, parents and the parish community.</li> <li>4. Initiates periodic review of youth ministry vision and mission statements.</li> </ol>
<p style="text-align: center;"><b>Policy</b></p> <ol style="list-style-type: none"> <li>1. Implements diocesan, deanery and parish policies and regulations.</li> <li>2. Informs the staff, education commission, catechists, parents and parish community about all pertinent policies.</li> <li>3. Recommends needed policies to the Pastor and parish education commission.</li> <li>4. Keeps abreast of legal issues in religious education.</li> </ol>	<p style="text-align: center;"><b>Policy</b></p> <ol style="list-style-type: none"> <li>1. Abides by diocesan, deanery and parish policies and regulations.</li> <li>2. Informs the staff, education commission, catechists, parents and parish community about all pertinent policies.</li> <li>3. Keeps abreast of legal issues in religious education.</li> </ol>	<p style="text-align: center;"><b>Policy</b></p> <ol style="list-style-type: none"> <li>1. Implements diocesan, deanery and parish policies and regulations.</li> <li>2. Informs the staff, education commission, catechists, parents and parish community about all pertinent policies.</li> <li>3. Recommends needed policies to the Pastor and parish education commission.</li> <li>4. Keeps abreast of legal issues in youth ministry.</li> </ol>

<p style="text-align: center;"><b>Catechists and Volunteers</b></p> <ol style="list-style-type: none"> <li>1. Follows diocesan and parish policies and regulations in recruitment, training and certification of catechists and volunteers.</li> <li>2. Serves as a resource for catechists in the parish and school programs.</li> <li>3. Provides ongoing support, supervision and evaluation for catechists.</li> <li>4. Provides opportunities for the spiritual growth of catechists and volunteers.</li> </ol>	<p style="text-align: center;"><b>Catechists and Volunteers</b></p> <ol style="list-style-type: none"> <li>1. Collaborates with the Pastor and DRE in recruiting and providing training for certification of catechists and volunteers.</li> <li>2. Arranges for evaluation of catechists in collaboration with the Pastor/DRE.</li> <li>3. Provides ongoing support, supervision and opportunities for the spiritual growth of catechists and volunteers.</li> </ol>	<p style="text-align: center;"><b>Volunteers</b></p> <ol style="list-style-type: none"> <li>1. Provides ongoing support, supervision and evaluation for youth ministry catechists and volunteers.</li> <li>2. Recruits, trains, supports and supervises adult youth ministry catechists and volunteers.</li> <li>3. Develops a parish youth ministry core team for the purpose of assessing needs and planning.</li> <li>4. Provides leadership training for the youth ministry core team.</li> </ol>
<p style="text-align: center;"><b>Catechesis and Instruction</b></p> <ol style="list-style-type: none"> <li>1. Develops goals and objectives for catechetical programs that reflect the religious education vision and mission statements for the parish.</li> <li>2. Designs, develops, directs, implements, assesses and supervises ongoing catechetical programs for persons of all ages and needs.</li> <li>3. Collaborates in the development of parish school catechetical programs and curriculum.</li> <li>4. Provides formation and preparation for the sacraments of Initiation and Penance for children and youth and their parents.</li> <li>5. Evaluates, selects and provides suitable materials for instruction that are approved by the USCCB for conformity with the <i>Catechism</i>.</li> <li>6. Establishes and maintains a disciplined environment that promotes learning in a Christian atmosphere.</li> <li>7. Adheres to and informs catechists of the <i>Diocesan Religious Education Curriculum Guidelines</i>.</li> <li>8. Provides and promotes opportunities for adult and family faith formation.</li> </ol>	<p style="text-align: center;"><b>Catechesis and Instruction</b></p> <ol style="list-style-type: none"> <li>1. Chooses suitable materials for instruction that are approved by the USCCB for conformity with the <i>Catechism</i> in collaboration with the Pastor/DRE.</li> <li>2. Coordinates and assists in evaluating catechetical programs for which s/he is responsible.</li> <li>3. Maintains a disciplined environment that promotes learning in a Christian atmosphere.</li> <li>4. Adheres to and informs catechists of the <i>Diocesan Religious Education Curriculum Guidelines</i>.</li> <li>5. Assists in providing opportunities for adult and family faith formation.</li> </ol>	<p style="text-align: center;"><b>Catechesis and Instruction</b></p> <ol style="list-style-type: none"> <li>1. Develops goals and objectives for youth ministry programs that reflect the youth ministry vision and mission statements for the parish.</li> <li>2. Designs, develops, directs, implements, assesses and supervises ongoing youth ministry.</li> <li>3. Along with the DRE, usually provides formation and preparation for the sacrament of Confirmation for youth and their parents.</li> <li>4. Evaluates, selects and provides suitable materials for instruction that are approved by the USCCB for conformity with the <i>Catechism</i>.</li> <li>5. Establishes and maintains a disciplined environment in a Christian atmosphere.</li> <li>6. Adheres to and informs catechists of the <i>Diocesan Religious Education Curriculum Guidelines</i>.</li> <li>7. Provides and promotes opportunities for adult and family faith formation.</li> </ol>

DIRECTOR OF RELIGIOUS EDUCATION	COORDINATOR OF RELIGIOUS EDUCATION	DIRECTOR OF YOUTH MINISTRY
<p style="text-align: center;"><b>Supervisory Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Manages enrollment and attendance policies and procedures and supervises the maintenance of all necessary records for students and catechists.</li> <li>2. Establishes and oversees performance and behavior expectations for students.</li> <li>3. Collaborates with Director of Youth Ministry in scheduling youth activities/programs.</li> <li>4. Provides systematic procedures for the assessment of student participation.</li> </ol>	<p style="text-align: center;"><b>Supervisory Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Manages enrollment and attendance policies and procedures and supervises the maintenance of all necessary records for the program(s) which s/he is responsible.</li> <li>2. Establishes and oversees performance and behavior expectations for students.</li> <li>3. Provides systematic procedures for the assessment of student progress in collaboration with the DRE/Pastor.</li> </ol>	<p style="text-align: center;"><b>Supervisory Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Manages enrollment and attendance policies and procedures and supervises the maintenance of all necessary records for students and catechists.</li> <li>2. Establishes and oversees performance and behavior expectations for students.</li> <li>3. Provides systematic procedures for the assessment of student participation.</li> <li>4. Spends sufficient time with the youth to develop rapport.</li> </ol>
<p style="text-align: center;"><b>Communication</b></p> <ol style="list-style-type: none"> <li>1. Channels information from and feedback to the Deanery Office of Religious Education and the Diocesan Education Office.</li> <li>2. Provides a regular system of communication with the Pastor, Director of Youth Ministry, the school Principal, the CRE, the parish staff, catechists, parents and students.</li> </ol>	<p style="text-align: center;"><b>Communication</b></p> <ol style="list-style-type: none"> <li>1. Channels information from and feedback to the Deanery Office of Religious Education and the Diocesan Education Office.</li> <li>2. Provides a regular system of communication with the Pastor, the DRE, the Director of Youth Ministry, the school Principal, the parish staff, catechists, parents and students.</li> </ol>	<p style="text-align: center;"><b>Communication</b></p> <ol style="list-style-type: none"> <li>1. Channels information from and feedback to the Deanery Office of Religious Education and the Diocesan Youth Ministry Office.</li> <li>2. Provides a regular system of communication with the Pastor, the DRE, the CRE, the school Principal, the parish staff, catechists, parents and students.</li> </ol>
<p style="text-align: center;"><b>Personal and Professional Development</b></p> <ol style="list-style-type: none"> <li>1. Pursues ongoing spiritual growth through daily prayer and shared faith experiences.</li> <li>2. Continues to develop professionally through workshops, conferences, seminars, renewal status in the diocesan Catechist Certification Program and professional reading.</li> <li>3. Participates in diocesan and deanery meetings and in-service programs.</li> </ol>	<p style="text-align: center;"><b>Personal and Professional Development</b></p> <ol style="list-style-type: none"> <li>1. Pursues ongoing spiritual growth through daily prayer and shared faith experiences.</li> <li>2. Continues to develop professionally through workshops, conferences, seminars, renewal in the diocesan Catechist Certification Program and professional reading.</li> <li>3. Participates in diocesan and deanery meetings and in-service programs.</li> </ol>	<p style="text-align: center;"><b>Personal and Professional Development</b></p> <ol style="list-style-type: none"> <li>1. Pursues ongoing spiritual growth through daily prayer and shared faith experiences.</li> <li>2. Continues to develop professionally through workshops, conferences, seminars, renewal in the diocesan Catechist Certification Program and professional reading.</li> <li>3. Participates in diocesan and deanery meetings and in-service programs.</li> </ol>

<p style="text-align: center;"><b>Finance</b></p> <ol style="list-style-type: none"> <li>1. Prepares, implements and monitors the religious education budget in collaboration with the parish business manager.</li> <li>2. Authorizes purchases for program materials.</li> <li>3. Oversees the collection of fees.</li> </ol>	<p style="text-align: center;"><b>Finance</b></p> <ol style="list-style-type: none"> <li>1. Communicates budget needs to the Pastor/DRE or parish business manager.</li> <li>2. Oversees the collection of fees.</li> </ol>	<p style="text-align: center;"><b>Finance</b></p> <ol style="list-style-type: none"> <li>1. Prepares, implements and monitors the youth ministry budget in collaboration with the parish business manager.</li> <li>2. Authorizes purchases for program materials.</li> <li>3. Oversees the collection of fees.</li> </ol>
<p style="text-align: center;"><b>Physical Plant</b></p> <ol style="list-style-type: none"> <li>1. Is familiar with all aspects of the physical plant where catechetical sessions are held.</li> <li>2. Supervises procedures that assure neat and orderly use of classrooms and/or meeting areas.</li> <li>3. Informs Principal and/or Pastor of corrective maintenance needed and any incidents of vandalism.</li> </ol>	<p style="text-align: center;"><b>Physical Plant</b></p> <ol style="list-style-type: none"> <li>1. Is familiar with all aspects of the physical plant where catechetical sessions are held.</li> <li>2. Supervises procedures that assure neat and orderly use of classrooms and/or meeting areas.</li> <li>3. Informs DRE, Principal and/or Pastor of corrective maintenance needed and any incidents of vandalism.</li> </ol>	<p style="text-align: center;"><b>Physical Plant</b></p> <ol style="list-style-type: none"> <li>1. Is familiar with all aspects of the physical plant where youth ministry programs are held.</li> <li>2. Supervises procedures that assure neat and orderly use of youth meeting places.</li> <li>3. Informs Principal and/or Pastor of corrective maintenance needed and any incidents of vandalism.</li> </ol>

