

Job Posting Form

Date Posted: 7/11/2019

Send resume to: Deborah Brown, Pastoral Administrator
St. John the Baptist Parish
2021 Sandridge Rd
Alden, NY 14004

Type of Employment: Summer: Part-Time: If part-time, # of hours per week 20-25 Full-Time:

Job Title of Open Position: Catechetical Leader

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: St. John the Baptist Parish Department _____

Location Address: 2021 Sandridge Rd
Alden, NY 14004

Employer website: www.StJohnAlden.com

Brief Job Description

The Catechetical Leader for the Parish of St. John the Baptist in Alden will work in Lifelong Faith Formation in conjunction with the Pastoral Administrator, the Priests who serve the parish as Sacramental Ministers, the Deacons, and the Catechetical Board to inspire the people of St. John's, young and old, along the path of Lifelong Faith Formation.

The scope of responsibilities will include:

- Initiating a faith formation process for all the families at St. John's, in the school as well as those families in the Faith Formation program, working toward embracing a family-centered model.
- Oversee those preparing for the sacraments of initiation, including RCIA, to help them find a firm foundation in the faith as well as assist in planning the celebration of First Penance, First Communion, and Confirmation.
- Assist in the sacramental formation processes for Baptism and Marriage as needed.
- Evaluate and identify catechetical materials and resources necessary to support Faith Formation across age groups, in every aspect.
- Recruit, form, and sustain catechists to achieve the highest level of competence possible according to diocesan standards.
- Assist the principal and faculty of the school to support and enrich Catholic Identity and curriculum.
- Collaborate with the parish leaders to engage the whole parish family in youth ministry.
- Maintain adherence of adult volunteers to the diocesan safe environment program and assist in the preparation of the annual report for this.
- Oversee the committee planning special parish events including but not limited to: Living Stations of the Cross, and Vacation Bible School.

Qualifications: Required Education/Experience

- The ideal candidate must first and foremost be a committed member of the Catholic Faith.
- Knowledge of the Catholic faith through a bachelor's or Master's degree in Catholic studies or a related field is preferred, related fields will be considered.
- It is important that the ideal candidate possesses excellent communication skills and a working knowledge of technology, websites, and social media platforms.
- 3-5 years related experience as a leader in change.

Desired Skills

- Ability to coordinate volunteers and manage volunteer committees.
- Competence in program administration and change management.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **July 29, 2019**