

SAINT THERESE CHURCH
JOB DESCRIPTION

JOB TITLE: Catechetical Support Minister

CASUAL, NON-EXEMPT 10 HOURS PER WEEK

REPORTS TO: Coordinator of Parish Catechesis

Primary Function

The Catechetical Support Minister provides support to the Coordinator of Parish Catechesis (CPC) in the endeavors of the catechetical programs offered at St. Therese. Support would include but is not limited to clerical, advertising, volunteer management. Also, this position would act as back-up for CPC.

Responsibilities

1. Assists the Coordinator of Parish Catechesis with the keeping of records of the catechetical programs offered at St. Therese
2. Works closely with the CPC in the process of coordination and implementing of the various programs offered at St. Therese
3. Works with CPC and Parish Administrative Assistant to assure the timeliness of on-going advertising needs of the various catechetical programs of St. Therese
4. Acts as primary assistant to CPC

Parish Staff

1. Attends Parish Staff meetings when appropriate
2. Fosters volunteer ministry as appropriate
3. Other related duties as assigned by CPC

Skills and/or Abilities

1. A committed Catholic Christian, who as a person of faith and prayer, is willing and eager to witness to his/her faith through word, action and prayer.
2. Ability to interact, listen, and communicate well.
3. Ability to assist in the planning, organizing, and facilitating of activities and volunteers.
4. Working knowledge of Microsoft Word, PowerPoint, and Excel programs.

Education, Training and/or Experience**Working Environment**

This position is flexible but does entail some evening and weekend work.