

DIOCESE OF LAFAYETTE, LOUISIANA

Office of Catechetics

Job Description

Position Title: <i>Catechetical Director</i>	Immediate Supervisor: <i>Director of Ministries</i>
Position Status: <i>Exempt, Full-time Regular, Benefits Eligible</i>	(Regular) Work Schedule: <i>M-Th, 8:30 a.m. – 4:30 p.m.; Fri, 8:30 a.m. – 12 noon</i>

Position Summary

The Director of the Office of Catechetics is entrusted with the responsibility of supporting the ministry of the Bishop as Teacher in handing on the authentic Deposit of Catholic and Apostolic Faith (*Catechism*, no. 888) in the Diocese of Lafayette. In conformity with the Magisterium, the Director shall assist, encourage, and provide resources and training for Clergy, those in Consecrated Life and, especially, Catechists as co-workers in the work of the New Evangelization.

The Director shall be familiar with the history, and up-to-date methods of presenting a catechesis that is systematic and organic. This person shall promote the fundamental unity of catechesis, Scripture, apologetics, and evangelization.

Special emphasis shall be placed upon supporting Parish-based catechesis (CCD, Catechism, Life Teen, in-home Catechesis, special needs Catechesis, RCIA, etc.) as a most pressing need. The person in this position is called to provide a Christian, compassionate, and professional personality in all aspects of day-to-day operations, with complete confidentiality. The Director must be a team player who will share and participate in the vision and goals of the Bishop and of the Diocese.

The person in this position follows the established working hours of the Diocese of Lafayette Central Office and shall follow all diocesan and office policies, procedures, and regulations.

Essential Duties and Responsibilities

Essential Duties:

- Directs projects as assigned by the Bishop and diocesan superiors.
- Directs and supports an evangelizing perspective throughout the Diocese (parishes, deaneries, schools and chancery offices) which calls all people to conversion to Jesus Christ and full communion with the Catholic Church.
- Administrates the Office of Catechetics in planning, development and coordination of events, programs and presentations that are consistent with Catholic Church teachings, for the realization of evangelization and catechetical goals.
- The Director shall develop and maintain a strong working relationship with Pastors, by offering resources, encouragement and advice in supervising highly effective catechetical programs for the purposes of evangelization and lifelong faith formation.
- Develops and maintains a positive working relationship catechetical leaders (DRE's, school religious administrators, etc.), catechists, and youth ministers.
- Coordinates with the Superintendent of Catholic Schools in the development, implementation and monitoring of diocesan policies that relate to Catechesis, and Evangelization.

- Collaborates with the Director of Hispanic Ministry to develop, and implement evangelization and educational programs to meet the needs of the Hispanic Catholic community in the Diocese of Lafayette.
- Collaborates with the Office of Youth and Young Adults with particular emphasis in supporting the work of youth ministers/ministry programs in the Diocese to assist in preparing actionable plans in the field of youth ministry, including but not limited to, engagement in large and small group meetings, retreats, discussion groups, volunteer development, and comprehensive youth focused spiritual formation, service and leadership opportunities.
- Develops and maintains a diocesan curriculum guide for parishes based on the USCCB guidelines.
- The Director shall be adept in assisting catechists in the goal of promoting continuing conversion as the goal of religious education, living a sacramental life, teaching across differing learning styles, lesson planning and related techniques needed by teachers of the faith.
- The Director shall evaluate and promote the highest quality religious education materials in conformity with the Catechism of the Catholic Church and the USCCB (textbooks, social media, audio-visual and other resources).
- Directs, and evaluates the diocesan Catechetical Certification and Master Catechetical Certification curriculum and requirements.
- Provides theologically and academically sound programs of preparation for parish catechists.
- Provides regular opportunities for education of parish catechists (including on-line and peer to peer programs) for implementing the Catholic Church's catechetical mission.

Additional Duties:

- Serves as a resource for parish communities in the faith formation of their adults, young adults, youth and children.
- Monitors the office budget.
- Oversees all office communications (web page, newsletters, etc.), correspondence and reports.

Required Knowledge, Skills, and Abilities
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- Must be an exemplary, fervent Catholic in full communion with the Catholic Church
- Advanced academic training in theology, religious studies or related field; Master's Degree preferred.
- He/she shall have experience and facility in teaching catechists (especially newly identified catechists) to analyze doctrine for the purpose of delivering it more enthusiastically and effectively.
- Must maintain up-to-date personal certification for diocesan Safe Environment program.
- Proven experience in parish catechesis.
- Ability to honor and maintain discretion and confidentiality.
- Ability to perform multi-tasking functions, supervise personnel and meet deadlines.
- Excellent communication, organizational, and leadership skills.
- Ability to collaborate effectively.
- Working knowledge of diocesan structure, parishes and operations.

Job Conditions/Physical Demands

The following are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, employee is frequently required to sit and stand for long periods of time, ambulate, talk and hear.
- Must be able to push, pull, lift, and carry items up to 20 pounds.
- Work is performed primarily in an office setting. However, position does require travel both in and out of the diocese.
- Must possess reliable transportation and a valid driver's license.
- Must be able to work a flexible schedule. Position will require weekend and/or evening work.