

Diocese of Sacramento

JOB DESCRIPTION

PARISH: St. Ignatius Loyola Parish

POSITION STATUS: 30 hours

POSITION: Catechetical Assistant

SCHEDULE: Sundays & weekdays

CATEGORY: Non-Exempt

SUPERVISOR: Director of Catechetical Ministries

JOB SUMMARY: Assist the Director of Catechetical Ministries with parish wide adult and children's religious education programs, Rite of Christian Initiation for Adults (RCIA), Rite of Christian Initiation for Children (RCIC), Scripture Study Groups, Advent and Lenten Activities, retreats, Sacrament Preparation Programs (Eucharist, Confirmation & Reconciliation), and Children's Liturgy Program. Provide computer, secretarial and clerical support.

ESSENTIAL FUNCTIONS: The Catechetical Assistant will perform a wide variety of duties which require the exercise of judgment and discretion.

1. Help coordinate and assist the parish Religious Education Programs for children and adults of the parish
 - a. Sunday Family Program
 - b. Children's Liturgy of the Word
 - c. Young families
 - d. Adult Education flyers & hospitality
 - e. RCIA special events
2. Responsible to coordinate and support the online distance learning for Religious Ed. families, as needed, in collaboration with the Director and Catechists.
3. Coordinate and facilitate registration for the school year for all children and adult education programs
 - a. Collaborate in supporting the Catechists
 - b. Collaborate in supporting program team members
4. Help plan and coordinate extra activities such as:
 - a. Advent Activities, Christmas Social Events, End of the Year Activities
 - b. Other activities as required, such as-Receptions for the sacramental celebrations
5. Perform office duties such as:
 - a. Typing/computer data input
 - b. Assisting all programs and office volunteers
 - c. Creating all schedules
 - d. Creating all needed flyers
 - e. Creating and maintaining databases, helps with all mailings
 - f. Creating email distribution lists for program correspondence
 - g. Creating the annual calendar for the program
 - h. Tracking all registrations, fees and payments
 - i. Creating labels for all programs and distribution lists
 - j. Responds to all phone and email requests for catechetical programs

6. First Eucharist, Reconciliation, Confirmation, Baptism and Marriage:
 - a. Candidates- identify eligible candidates for the Sacrament Program and trace documentation
 - b. Catechists- provide materials and resources as needed
 - c. *Assist - with program orientations, the registration process*, program scheduling, organizing materials for catechists, sacrament preparation gatherings and ceremonies.
 - d. Eucharist Banner Project- oversee project from distribution of materials to final display at the Eucharist Masses.
 - e. Maintain and collect all forms, baptismal records, sponsor forms, etc. for all sacraments
 - f. Coordinate hospitality needs for meetings and receptions
 - g. Creates all Certificates for Reconciliation, First Eucharist, Profession of Faith, Confirmation, RCIA Easter Vigil, Baptism and Marriages.
 - h. Records all sacramental information in the church records and enters sacramental information in the Church data base.
 - i. Sends notifications of all sacraments to the church of Baptism.; such as (First Eucharist, Confirmation and Marriage)
 - j. Mails all certificates out to the individuals.
 - k. Records notifications of sacraments received from other parish to our Baptism record book and church data base.
7. Twice monthly timecard submitted to Catechetical Director for approval.
8. Other duties as required
9. Work Hours: Sundays 8 AM – 1 PM as needed, weekdays are flexible with I office hours

MINIMUM QUALIFICATIONS:

Education: High school diploma or equivalent

Experience: One year of experience in typing and clerical work.

Skills / Knowledge: Modern office methods and practices, including letter and report writing, receptionist and telephone techniques, and filing systems; correct English usage, spelling, grammar and punctuation.

Ability to: Perform responsible clerical work with accuracy and speed; learn and interpret specific laws, rules, and policies and to apply them with good judgment in a variety of situations; make arithmetical calculations quickly and accurately; analyze situations and adopt an effective course of action; work cooperatively with others; meet the public tactfully and courteously and to answer questions in person or by telephone; compile and maintain accurate and complete records and reports; operate common office machines. Must be a practicing Catholic with knowledge and understanding of the Catholic Church in general.