



Position: Rural Catechesis Coordinator

Reports To: Director Ministry Services

Created: September 2024

Revised: Not Applicable

Position Overview

The Rural Catechesis Coordinator (RCC) is responsible for providing support and training for catechists in rural parishes across the Diocese of Saskatoon. The position is broadly responsible for developing, supporting, and coordinating specific catechetical and sacramental programs and courses to facilitate growth in the spiritual and catechetical life of families in rural parishes. The role reports to the Director of Ministry Services and works with volunteer catechists to provide all support required for them to function effectively.

Position Summary by Areas of Responsibility

(Key Duties and Responsibilities)

Catechetical

- Coordinate and promote the various catechetical programs across rural parishes, including sacramental preparation and ongoing faith formation for children and families.
- Identify, empower, and coordinate the recruitment and ongoing training and personal formation of all the volunteer catechists across rural parishes.
- Develop a partnership with families in matters relating to the catechesis of children to promote family faith formation.
- Work in conjunction with the ministry team and Diocesan community in the areas of evangelization and catechesis
- Evaluate all catechetical programs and keep up to date with related new resources as they become available.
- Organize and coordinate the catechesis curriculum using recommended tools and ensuring required information is disseminated across the Diocesan platforms (website and social media).
- Supervise catechesis lessons for rural parishes and ensure they are following Diocesan-approved curriculum.

Other

- Participate in appropriate seminars, webinars, workshops, etc. as required.
- Liaise with the diocesan Safeguarding Coordinator to ensure compliance with the Diocesan safeguarding rules and guidelines for volunteers under your supervision.
- Develop and maintain effective relationships with Pastors and parish leadership in the rural parish communities.

Administration and Diocesan Support

- Appropriately manage office tasks, including correspondence, filing, and record-keeping for rural catechesis ministry.
- Participate in annual budget planning and maintain accurate financial records as they relate to rural catechesis activities.
- Collaborate with team members and supervisor to ensure adequate ministry support and drive shared vision.
- Participate and contribute to staff and team meetings.
- Assist the Director of Ministry Services as needed.

Working Conditions

- Part-time position (**22.5-hour work week**)
- Will require working some evenings and weekends.
- Independent and confident; to organize, prioritize, and proficiently complete multiple tasks while dealing with frequent interruptions and tight deadlines.

Job Specification

- Confirmed practicing Roman Catholic in good standing with the Church.
- Theoretical and practical knowledge of the new evangelization will be considered an asset.
- Prior experience in sacramental preparation catechesis is required.
- Proven leadership experience.
- Experience and training in adult education is necessary.
- Strong written and oral communication skills.
- Some experience in facilitating programs – basic skills required.
- Familiar with experiential learning.
- Awareness and experience of change management will be considered an asset.
- High degree of proficiency and hands-on experience with MS Suite (Word, Excel, etc.), social media, and online training/webinars.
- Valid driver's license and access to transportation with the ability to travel to communities outside Saskatoon from the city. (This will be on a limited basis as most contact with parishes will be via phone and/or video conference.)

Key Skills and Behavioral Competencies

- **Faith:** Supports and is personally committed to the identity and mission of the Roman Catholic Diocese, with an understanding of and demonstrated commitment to the mission of the Catholic Church.
- **Communication:** Clearly expresses and conveys information to a variety of audiences to ensure the message is delivered and understood, using active listening techniques to effectively understand, and adapt the communication to respond to the audience and situational requirements.
- **Personal Leadership:** Takes personal ownership, responsibility, and pride for the quality and timeliness of work and achieves results. Displays commitment and dedication to the

organization, stakeholders, and colleagues and follows through on commitments. Models healthy workplace balance.

- **Interpersonal Relationships:** Builds successful relationships and fosters camaraderie underpinned by trust, honesty, understanding, teamwork, and mutual support. Capacity to mutually work with others through conflict or differences of opinions. Exhibits emotional and social intelligence.
- **Planning and Organizing:** Accurately estimates duration and level of difficulty of tasks and projects, setting out goals, objectives, and work plans, responding effectively in managing multiple priorities and responsibilities of the position in a timely way. Asks for help when needed.
- **Analytical Thinking/Problem Solving:** Applies logical reasoning when addressing problems or situations and considers key issues, evaluates possible approaches or solutions, and determines/recommends the best option to apply to the situation.
- **Adaptability/Flexibility:** Adapts and responds to changing conditions, priorities, technologies, and requirements. A willingness to alter opinions when necessary and apply versatility in the face of change.
- **Leadership and Learning:** Maintains a professional and positive manner even under changing or uncertain conditions; provides support, coaching, encouragement, and direction and engages others to accomplish organizational goals. Promotes a continuous improvement and learning environment.

Signatures

Most Reverend Mark A. Hagemoen
Bishop of Saskatoon

Date

Employee Acknowledgement
(Name of Employee)

Date

Office of Human Resources

Date