

**POSITION DESCRIPTION AND GUIDELINES  
FOR ADMINISTRATORS OF  
ELEMENTARY CATECHESIS, ADOLESCENT CATECHESIS,  
AND ADULT CATECHESIS**

THE CATHOLIC CHURCH TEACHES:

“To ensure the working of the catechetical ministry in a local Church, it is fundamental to have adequate pastoral care of catechists. Several elements must be kept in mind in this respect. Indeed efforts must be made to encourage in parishes and Christian communities vocations for catechesis. Today, because the needs of catechesis are so varied, it is necessary to promote different kinds of catechists. ‘There is therefore a need for specialized catechists.’ In this respect selection criteria must be established:

- Try to provide a certain number of full time catechists so that these can devote their time intensely and in a more stable way to catechesis, in addition to fostering part-time catechists who are likely to be more numerous in the ordinary course of events.
- Organize a more balanced distribution of catechists, among the various groups who require catechesis. Awareness of the needs of adult catechesis and catechesis for young people, for example, can help to establish a greater balance in relation to the number of catechists who work with children and adolescents.
- Foster animators of catechetical activity with responsibility at diocesan level, in regions, and in parishes.
- Organize adequately the formation of catechists, both in relation to basic training and continuing formation.
- Attend to the personal and spiritual needs of catechists as well as to the group of catechists as such. This activity is principally and fundamentally the responsibility of the priests of the respective Christian communities.
- Coordinate catechists with other pastoral workers in Christian communities, so that the entire work of evangelization will be consistent and to ensure that catechists will not be isolated from or unrelated to the life of the community” (General Directory for Catechesis #233).

THE OFFICE OF RELIGIOUS EDUCATION RECOMMENDS:

1. Each pastor, while maintaining the ultimate responsibility for catechesis, will designate a qualified person to administer the specific areas of religious education.
2. The Elementary CCD Principal, Youth Ministry/Adolescent Catechesis Contact, and Adult Faith Formation Contact will use the sample position description to fulfill their responsibilities.
3. Each Elementary CCD Principal, Youth Ministry/Adolescent Catechesis Contact, and Adult Faith Formation Contact will acquire or be working toward the appropriate Religious Education Certification.
4. The Office of Religious Education will provide support services to Elementary CCD Principals, Youth Ministry/Adolescent Catechesis Contacts, and Adult Faith Formation Contacts.

## GUIDELINES

### POSITION DESCRIPTION

This position description gives a general outline of the overall responsibilities of an elementary, adolescent, or adult formation administrator. From this guideline a parish will need to write a specific position description. Each description will be unique to the parish depending on local factors, e.g. size of staff, scope of programs, parish size, and available full and part time staff.

### GENERAL RESPONSIBILITIES

- Administer the overall program for elementary, adolescent catechesis, and/or adult faith formation.
- Evaluate annually the catechetical program and report on it to the parish council.
- Maintain accurate records for catechists, students, and numbers of adult learners.
- Provide ongoing communication concerning the religious education program to staff, parish pastoral council, parents, catechists, parishioners, and students.
- Administer the approved program budget.

### RESPONSIBILITIES TO PASTOR AND PARISH STAFF

- Assist in setting goals and objectives for the religious education programs of the parish.
- Meet regularly with the parish staff for mutual sharing, advice, and support.
- Plan a calendar for religious education in cooperation with the parish staff.

### RESPONSIBILITIES TO CATECHISTS

- Provide for the recruitment of catechists.
- Organize and publicize opportunities for the training of catechists.
- Develop a sense of Christian community among catechists.
- Require certification and provide needed staff development.
- Hold regular staff or committee meetings.
- Provide catechetical materials necessary for the program.
- Encourage the spiritual growth of catechists or adult faith formation committee members.
- Inform catechists or adult faith formation committee members of programs and resources available through the Office of Religious Education.

## RESPONSIBILITIES TO ADULT FAITH FORMATION COMMITTEE MEMBERS

- Provide for the recruitment of adult faith formation committee members.
- Develop a sense of Christian community among adult faith formation committee members.
- Hold regular committee meetings.
- Encourage the spiritual growth of adult religious education committee members.

## RESPONSIBILITIES TO STUDENTS (ELEMENTARY AND ADOLESCENT)

- Administer a quality catechetical program with a defined curriculum.
- Order approved textbooks
- Register new students.
- Coordinate liturgical and retreat experiences for students.
- Provide opportunities for students to render service to the community.
- Encourage community building activities for students.
- Incorporate a family dimension into the elementary and adolescent catechesis program.

## RESPONSIBILITIES TO ADULT LEARNERS (ADULT FAITH FORMATION)

- Plan and administer quality adult faith formation opportunities.
- Invite potential participants.
- Provide for prayer experience.
- Build community among the adult learners.
- Challenge adult learners to demonstrate deeper Christian living.

## RESPONSIBILITIES TO THE DIOCESE

- Implement diocesan policies and guidelines regarding elementary, youth ministry/adolescent catechesis, and/or adult faith formation.
- Attend annual Deanery Meetings sponsored by the Office of Religious Education.
- Complete all Diocesan reports on religious education for elementary, youth/adolescent catechesis, and/or adult.
- Participate in ongoing consultation with personnel from the Office of Religious Education.

## QUALIFICATIONS OF THE VOLUNTEER ELEMENTARY CCD PRINCIPAL, YOUTH MINISTRY/ADOLESCENT CATECHESIS CONTACT, AND ADULT FAITH FORMATION CONTACT

### PERSONAL QUALIFICATIONS

- Practicing Catholic, a person of living faith who witnesses to the Gospel and participates in the sacramental life of the Church.
- Sensitive to others, respecting differences and nurturing good work relationships.
- Open to new ideas and self-evaluation.
- Willing to continue personal and professional growth.
- Committed to the implementation of the philosophy and guidelines of the Office Religious Education and the Office of Youth and Young Adult Ministry.
- Sensitive to the particular culture and make-up of the parish.

### EDUCATIONAL AND EXPERIENTIAL QUALIFICATIONS

- Has experience in working with persons of the applicable age group and in catechesis.
- Has acquired or is working toward the appropriate level of religious education certification according to the Office of Religious Education guidelines.

### ADMINISTRATIVE QUALIFICATIONS

- Administrative skills: planning, coordinating, task orientation, and follow-up.
- Interpersonal skills: conflict management, support and empower volunteers.
- Team ministry: working cooperatively with others to set goals and share responsibility.

### RECOMMENDED RESOURCES:

- General Directory for Catechesis, 1997, Libreria Editrice Vaticana