



Office of Faith Formation and Lay Ecclesial Ministry  
Directory for Catechesis

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

### THE CATHOLIC CHURCH TEACHES:

“In the formation of the catechists several criteria must be kept in mind that serve as inspiration for programs of formation. Since catechists must be formed for evangelization in the present world, it will be necessary to use wisdom in harmonizing the attention due to persons and to the truths of faith, personal growth and the community dimension, care for spiritual dynamics and dedication to the effort for the common good. A few criteria should be considered in a more specific way.

- **Spirituality of mission and evangelization:** it is vital that the whole formative process be permeated by the centrality of spiritual experience in a missionary perspective. The catechist should be formed as a missionary disciple capable of starting out ever anew from his experience of God, who sends him to join his brothers on their journey.
- *Catechesis as integral formation:* this is a matter of “forming catechists so as to be able to transmit not only a teaching but also an integral Christian formation, by developing ‘tasks of initiation, of education, and of teaching.’ Catechists must be able to be, at one and the same time, teachers, educators and witnesses of the faith.
- *Style of accompaniment:* the Church feels the duty of forming its catechists in the art of personal accompaniment, both by proposing to them the experience of *being accompanied* in order to grow in discipleship, and by enabling them and sending them to *accompany* their brothers.
- *Consistency among formative styles:* “As a general criterion, it is necessary to underline the need for a coherence between the general pedagogy of formation of catechists and the pedagogy proper to the catechetical process.
- *An attitude of docibilitas and of self-formation:* the sciences of formation indicate several attitudes as a condition for a fruitful formative journey. In the first place, it is necessary that the catechist develop *docibilitas*, meaning the willingness to be touched by grace, by life, by persons in a serene and positive attitude toward reality in order to *learn how to learn*. Moreover, the willingness for self-formation is what enables the catechist to make a method of formation his own and be able to apply it to himself and to his ecclesial service.
- *The dynamic of the laboratory in the context of the group,* as a formative practice in which faith is *learned by doing*, which means valuing the experience, contributions, and reformulations of each one, in view of transformative learning” (Directory for Catechesis #135).

THE OFFICE OF FAITH FORMATION AND LAY ECCLESIAL MINISTRY  
RECOMMENDS:

1. Each pastor, while maintaining the ultimate responsibility for catechesis, will designate a qualified person to administer the specific areas of faith formation.
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 Diocesan Certification.
4. The Office of Faith Formation and Lay Ecclesial Ministry 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 responsibilities, parish size, and available full and part time staff.

### GENERAL RESPONSIBILITIES

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

### RESPONSIBILITIES TO PASTOR AND PARISH STAFF

- Assist in setting goals and objectives for the faith formation of the parish.
- Meet regularly with the parish staff for mutual sharing, advice, and support.
- Plan a calendar for faith formation 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 necessary catechetical materials.
- Encourage the spiritual growth of catechists or adult faith formation committee members.
- Inform catechists or adult faith formation committee members of resources available through the Office of Faith Formation and Lay Ecclesial Ministry.

## 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 faith formation committee members.

## RESPONSIBILITIES TO ELEMENTARY AND ADOLESCENT PARTICIPANTS

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

## RESPONSIBILITIES TO ADULT LEARNERS

- 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 Faith Formation and Lay Ecclesial Ministry.
- Complete all Diocesan reports on faith formation for elementary, youth/adolescent catechesis, and/or adult.
- Participate in ongoing consultation with personnel from the Office of Faith Formation and Lay Ecclesial Ministry.

## 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 Faith Formation and Lay Ecclesial Ministry 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 Diocesan certification according to the Office of Faith Formation and Lay Ecclesial Ministry 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:

- Directory for Catechesis, 2020, Libreria Editrice Vaticana