

Job Title: Coordinator of Catechesis of the Good Shepherd

Location: St. Augustine | St. Edward Catholic Parishes, Austin MN

Reports To: Pastor

FLSA Status: Hourly (non-exempt) (24 hours/week)

Job Summary:

The Coordinator of Catechesis of the Good Shepherd (CGS) is responsible for overseeing the implementation, growth, and development of the CGS program at St. Augustine | St. Edward Catholic Parishes. The role involves providing leadership, guidance, and support to catechists, children, and families involved in the program, while fostering a deep understanding and appreciation of the Catholic faith through the Montessori-inspired CGS method.

Key Responsibilities:

- **Program Administration:**
 - Oversee and manage all aspects of the Catechesis of the Good Shepherd program for children (ages 3-12).
 - Plan, organize, and execute the catechetical year, including scheduling classes, retreats, and special events.
 - Coordinate with parents, volunteers, and parish staff to ensure effective communication and support.
 - Maintain CGS materials, including the atrium environment, sacred spaces, and all necessary resources.
- **Catechist Support and Formation:**
 - Recruit, train, and support a team of catechists and volunteers.
 - Facilitate ongoing formation and professional development for catechists, ensuring they are equipped to effectively share the faith with children.
 - Lead retreats and workshops for both catechists and families to foster spiritual growth.
- **Child and Family Engagement:**
 - Work closely with families to provide resources and guidance on how to integrate faith formation into daily life.
 - Ensure a welcoming, nurturing, and Christ-centered environment for all children.
 - Create opportunities for family involvement and collaboration within the program.
- **Program Evaluation and Growth:**
 - Regularly assess the effectiveness of the program and make recommendations for improvement.
 - Set goals for the growth and expansion of the program, including outreach to new families and communities.
 - Monitor and evaluate the spiritual, academic, and emotional development of the children.

- **Administrative Duties:**

- Maintain accurate records, including attendance, program budgets, and volunteer rosters.
- Assist in the development of marketing materials and communications to promote the program within the parish and community.
- Collaborate with parish leadership to align the CGS program with broader parish goals and activities.

- **Qualifications:**

- A deep love for the Catholic faith, particularly as it pertains to young children and their spiritual formation.
- Certification in Catechesis of the Good Shepherd (Level 1 and/or Level 2) or a commitment to obtain certification within a specified time frame.
- Previous experience working with children in a catechetical or religious education setting (ideally, familiarity with the CGS method).
- Strong organizational skills with the ability to manage multiple tasks and responsibilities.
- Excellent communication skills, both verbal and written, with an ability to interact effectively with children, parents, and volunteers.
- A spirit of collaboration, creativity, and flexibility.
- A commitment to safeguarding children and upholding parish policies related to safety and security.

- **Preferred Qualifications:**

- Bachelor's degree in theology, education, or a related field.
- Previous experience in parish ministry or religious education.
- Bilingual skills (Spanish or other languages) are a plus.

- **Work Environment:**

- This is a part-time position.
- Requires weekend and evening availability for classes, events, and retreats.
- The position involves both office work and in-person interaction with children, catechists, and families.