

Coordinator of Discipleship

Cathedral of the Sacred Heart

MINISTRY FRAMEWORK

The Coordinator of Discipleship works collaboratively with clergy and parish staff to form and execute a cohesive approach to the formation of intentional disciples of Jesus Christ.

JOB RESPONSIBILITIES

- Designs, coordinates, implements and evaluates focused opportunities for faith formation, engagement and spiritual growth for adults at all stages of the discipleship path.
- Develops and oversees small groups.
- Collaborates with clergy and deacons to guide and support the Rite of Christian Initiation of Adults for adults and youth and Baptismal catechesis.
- Coordinates the Parish religious education curriculum with the school's curriculum and serves as a resource to the Principal and teachers.
- Collaborates with the Coordinator of Children's Religious Education and teachers to prepare and assist all our children and their families in receiving the sacraments of First Reconciliation, First Communion in our parish religious education program and in our school.
- Collaborates with the Coordinator of Children's Religious Education to enable parents to be the primary person responsible for their children's religious formation by providing programs, resources and opportunities for involvement in the parish religious education and sacramental catechesis of their children.
- Coordinates Catechesis of the Good Shepherd and Children's Liturgy of the Word with volunteer ministry leaders.
- Collaborates with the Youth Minister in developing and implementing Confirmation preparation and retreats.
- Collaborates with parish staff and volunteers to develop and execute parish events which encompass our missionary culture, paying particular attention to opportunities to engage others outside of our parish community.
- Commits to working out of the *Amazing Parish* model of parish renewal focusing on moving the parish from maintenance to mission.
- Attends regular parish team meetings and diocesan *Amazing Parish* meetings.
- Prepares budgets as requested.
- Other duties as assigned by Rector.

QUALIFICATIONS

- Bachelor's Degree in theology, education or related field preferred.
- Practicing Catholic willing to become part of our parish community, working joyfully with others and promoting a welcoming environment to all.
- Maintains knowledge of catechetical resources for parish faith formation, including on-line resources.
- Maintains familiarity with various theological perspectives and can accept working with various theological disciplines.
- Works independently and takes initiative to identify needs and recommend improvements.
- Must pass a background screening and credit check.
- Willing to commit to personal and group prayer.
- Maintains a personal awareness of our missionary culture and embodies such in work habits.
- Maintains confidentiality of church records and conversations.

WORKING HOURS/COMPENSATION

Position is full-time averaging 35 hours per week, eligible for health and retirement benefits. Compensation is salaried and commensurate with experience. Position reports to Rector. Parish office hours are Monday through Friday from 8:30am – 4pm. Nights and weekends will be required.

ABOUT THE EMPLOYER

Located in East Hill, the Cathedral of the Sacred Heart is a mid-sized suburban parish of over 800 registered households that includes a school of 300 students and faith formation programs enrolling almost 200 participants.

To apply for this position, please email resume to Susan Peaden, Parish Manager at peadens@shc.ptdiocese.org