



CATHOLIC EDUCATION
OFFICE OF WESTERN AUSTRALIA

ROLE OF THE CATECHIST COORDINATOR

Parish Religious Education Program

***The Coordinator of the
Parish Religious Education Program,
facilitates, manages, and collaborates
in bringing Religious Education
to children in the Catholic community
who do not attend Catholic schools.***

***The Coordinator works in partnership with
Catechists, Children, Parents, the Parish Priest,
the Catholic School and
the Catechist Service Team.***

***The Coordinator is directly accountable
to the Parish Priest.***

ROLE OF THE CATECHIST COORDINATOR

As Coordinator you will be called upon to work with several groups of people.

An overview of the duties and responsibilities of this ministry are:

1. Supporting Catechists and Facilitating their Work

- Provide information for Catechists, including information from the Catechist Service
- Ensure Catechists have the pastoral support they require
- Facilitate local Catechist meetings
- Allot Catechists to the various levels and groups
- Encourage Catechists in ongoing Faith Formation and Religious Education opportunities
- Ensure that Catechists implement the mandated RE program *"The Truth will set you free"*
- Facilitate recruitment of new Catechists.

2. Liaising with Parents

- Organise enrolment procedures and collection of fees
- Encourage parent participation in Parish Religious Education Program
- Provide parents with information
- Be available as a contact person
- Provide pastoral support.

3. Working with Children

- Organise children into appropriate levels/groups.
- Ensure attendance records are kept and maintained.
- Ensure Duty of Care is adhered to.

4. General

- Collaboratively develop a Parish Religious Education Policy (Vision, Mission and Strategies) and review it from time to time
- Promote a team approach involving Parish Priest and Catholic School to plan, prepare and conduct common activities
- Liaise with Parish/School personnel regarding the use of facilities for the Parish Religious Education Program
- Prepare and present a Report for Parish Council
- Inform children and parents of the Parish's policy regarding code of conduct
- Organise Book Orders
- Arrange for provision of teaching resources
- Promote Catechists' work in the Parish and enlist the support of other Parish groups where appropriate.

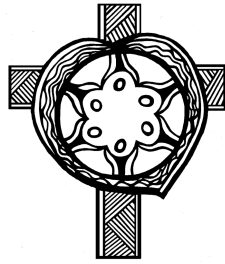
5. Managing Finances

- Prepare a Budget for relevant Parish body
- Set and collect fees
- See to the payment of PREP accounts where appropriate.

6. Liaising with Catechist Service

- Maintain contact with the Catechist Service for information, support and Catechist formation
- Attend Priest/Coordinator Meetings and Regional Coordinator Meetings
- Provide appropriate data to the Catechist Service as requested.

The role of the Coordinator is essentially a collaborative one. Many facets of the role will be shared, and the Coordinator will be supported by the Parish Priest, the Catechist Service Team, the Catholic School and fellow Catechists.



Catholic Education Office of WA

Catechist Service

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