



ARCHDIOCESE OF BIRMINGHAM - MARYVALE INSTITUTE

JOB DESCRIPTION – HEAD OF PARISH CATECHETICS

This is a full-time post based at the Maryvale Institute, which is the department of the Archdiocese of Birmingham responsible for the oversight of catechesis and adult Christian formation within the diocesan mission. The Institute is also an international college of further and higher education providing adult formation in the service of the Church, both national and universal.

Reporting to the Director of the Institute, and guided by the Archbishop's pastoral vision for the diocese, the Head of Parish Catechetics will take a lead in promoting and supporting faith formation at all levels in the context of the New Evangelisation. The position is open to a suitably qualified and experienced layperson or a professed religious or permanent deacon (subject to the approval of their ecclesiastical superior).

The principal duties include the following:

Developing and updating diocesan policies in order to promote and facilitate consistency of practice across the diocese in all areas of catechetical ministry, including the selection and formation of catechists, and the content and delivery of adult catechetical programmes, including RCIA;

Promoting a catechesis which has the General Directory of Catechesis and the Catechism of the Catholic Church as the key reference points, and with particular emphasis on implementing the new General Directory for Catechesis throughout the diocese;

Collaborating with diocesan evangelisation staff to promote the vision of missionary parishes as communities of missionary disciples called to grow into maturity in Christ and become key agents of the New Evangelisation;

Working alongside parish clergy to enable and support effective catechesis in parishes;

Providing continuing formation to parish catechists; including through the establishment and support of local catechists' networks or associations;

Providing training and catechetical formation, in conjunction with diocesan staff and other agencies as appropriate, for those in parishes involved in:

- RCIA and adult catechesis
- Scripture courses

- Children's Liturgy of the Word
- Baptism Preparation for parents
- Children's sacramental preparation (including sessions for parents)
- Marriage preparation
- Reading in the Liturgy of the Word
- Extraordinary Ministers of Holy Communion
- Presiding at Eucharistic services
- Catechesis of children and adults with special needs

Implementing, evaluating and adapting existing resources, and developing new resources in response to new and evolving demands;

Contributing catechetical input to various Diocesan and National initiatives;

Advising the Archbishop, diocesan clergy and others in all matters related to catechesis;

Promoting Maryvale courses in the parishes of the Archdiocese.

This post is subject to a satisfactory enhanced DBS disclosure.

This is a full-time post. The hours of work are variable but include considerable evening and weekend working, and will involve extensive travel within, and occasionally beyond, the diocese.

Completed application forms should be accompanied by a copy of the applicant's CV and a covering letter indicating how they consider that their qualifications, skills and experience match the requirements of the post and returned to the address below. The closing date for the receipt of applications is Friday 6th July 2018.

Fr Edward Clare
Director
Maryvale Institute
Old Oscott Hill
Birmingham
B44 9AG

0121 360 8118 director@maryvale.ac.uk

May 2018

Maryvale Institute Registered Charity No. 1068634

PERSON SPECIFICATION – HEAD OF PARISH CATECHETICS

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education/qualifications	<p>First degree in Catholic theology.</p> <p>An appropriate qualification in catechetics.</p> <p>Comprehensive knowledge and understanding of the Catechism of the Catholic Church and the General Directory for Catechesis</p>	<p>A relevant higher degree or postgraduate qualification.</p> <p>A teaching qualification</p>
Working experience	<p>Delivery of catechesis and adult faith formation in a parish setting.</p> <p>Selection, formation and support of parish catechists.</p> <p>Devising and delivering training for volunteers.</p>	<p>Working within a diocesan context</p> <p>Developing, implementing and monitoring catechetical policies.</p> <p>Developing and evaluating catechetical resources and materials</p> <p>Maintaining effective ongoing working relationships with a dispersed group of workers and volunteers.</p>
Job-related skills and aptitudes	<p>Proven excellent communication skills in oral and written English.</p> <p>Proven ability to teach including the ability to deliver catechetical courses in parish and other settings</p> <p>Ability to apply Church teaching creatively in a variety of settings.</p> <p>Good numeracy and literacy skills.</p> <p>Good IT skills including word processing, database, spreadsheet and</p>	<p>Creative use of social media in the context of catechesis and evangelisation.</p> <p>Ability to keep accurate records and prepare periodic reports.</p>

	<p>presentation programmes and familiarity with social media.</p> <p>Ability to work independently and as part of a team and to take initiatives</p> <p>Good organisational skills and the ability to work accurately.</p> <p>Good time management and ability to work to deadlines</p>	
Interpersonal Skills	<p>Flexibility in attitude</p> <p>Ability to communicate with people at all levels.</p> <p>Ability to work sensitively with clergy, other professionals and volunteers</p>	
Other Requirements	<p>A committed and practising Catholic eager to communicate and witness to the faith</p> <p>Current driving licence and own transport available for personal business use.</p> <p>Willingness to learn and undergo personal and professional development</p> <p>Availability to work unsocial hours (evenings and weekends)</p>	

