



Position description

Director, Catechumenate Office

- Reporting to:** Episcopal Vicar for Evangelisation and Renewal
- The Position:** The Director, Catechumenate Office's primary purpose is to develop the Catechumenate within the Archdiocese of Sydney.
- The Director will focus on promoting an understanding of the Catechumenate, encourage its implementation in parishes in particular, and oversee the liturgical celebrations of the Rite for Christian Initiation of Adults, especially those conducted at the Cathedral.
- The Director will initiate, support and coordinate these works within the Archdiocese under the supervision of the Episcopal Vicar for Evangelisation and Renewal.
- Responsibilities:** The Director will be accountable to the Episcopal Vicar for Evangelisation and Renewal for the performance of the following tasks and functions:
- To work with parishes towards an understanding, implementation and celebration of the Rite of Christian Initiation of Adults and Children of catechetical age
 - To liaise with the Catholic Education Office on the development of RCIC for secondary schools
 - To assist with the design and implementation of workshops at parish, regional and diocesan level
 - To coordinate the RCIA in the parishes by encouraging networking and joint programmes across a number of parishes
 - To organise the ritual celebrations of the Rite of Election and the Paschal Eucharist
 - To represent the Archdiocese at RCIA conferences where appropriate
 - To keep up to date with current understandings of and experiences in the Catechumenate
 - To ensure that current resources and materials are made available throughout the Archdiocese, and spread the RCIA and RCIC through parishes and schools
 - To be a member of the Liturgical Commission and liaise with the Commission
 - To report on the Catechumenate activities to the Vicar for Evangelisation and Renewal
 - To maintain contact with the State and National Catechumenate Networks
- Inter-relationships:** The Director will interact with the following internal and external groups:
- Parishes, Catholic schools and youth groups, and various Catholic lay associations and movements
 - Prepare and distribute materials on the Catechumenate
 - Provide information on the Catechumenate to enquirers from parishes, lay associations and schools

- Support and facilitate evangelisation and ongoing formation of those involved in the Catechumenate.
- Church agencies
 - Establish links with diocesan agencies where appropriate
 - Liaise with diocesan agencies where appropriate
 - Maintain contact with national and state-based bodies and agencies in other dioceses.
- External groups
 - Liaise with individuals and/or groups whose experiences may assist in developing the Catechumenate.

Qualifications and Experience: The ideal Director will have:

- Minimum of three (3) years experience in a similar role, or equivalent experience
- Degree in a relevant discipline, eg. Theology, Liturgy Teaching, or equivalent research skills and experience
- An understanding of and be able to work with Parish Priests and parish communities
- Can work with communities of varied ethnic backgrounds
- Demonstrated experience in relationship building
- Working knowledge of Microsoft Office applications – Word, Excel, PowerPoint, Access and Outlook
- Demonstrated commitment to the ethos and values of the Catholic Church

Attributes: The Director will possess the following attributes:

- Capable of teaching in adult learning situations
- Able to communicate effectively
- Capacity for strategic thinking
- Excellent people skills
- Attention to detail
- Professional manner and presentation
- Proactive approach and a commitment to do whatever is necessary to ensure tasks and functions are fulfilled.

Performance Management: The performance of the Director will be assessed on a regular basis having regard to:

- Their performance on the key responsibilities and attributes for this role
- The quality of service and resources provided to parishes, schools and agencies
- Their ability to develop and maintain relationships with stakeholders
- Their general effectiveness in improving the way the Church nurtures those adults and children who wish to enter the Catholic Church
- Their ability to develop work plans and achieve agreed objectives with limited supervision.