

PERSONNEL POLICY GUIDELINES FOR PARISHES

JOB DESCRIPTION – CCD COORDINATOR

I. Identifying Information

Position Title:	CCD Coordinator
Status:	Part-time(25 hours/wk), Exempt, 12 months
Reports to:	Director of Evangelization
Direct Reports	Youth Ministry Assistant

II. Overview of Position

The CCD Coordinator is responsible for overseeing the Pre-K to 12th grade religious education program and the sacramental preparation.

III. Job Responsibilities

I. CCD AND YOUTH MINISTRY RESPONSIBILITIES

- Oversee the Pre-K through 12th grade religion programs
 - Organize and recruit teachers and aide volunteers
 - Communicating with CCD teachers and parents
- Provide a variety of evangelization initiatives to meet the varying needs of youth at different stages along the path of discipleship (for example: small groups, social gatherings, bible studies, retreats, devotional prayer experiences, Holy Hours, celebrations of feast days, etc.)
 - This is in addition to weekly/bi-weekly classes
 - Emphasis on witnessing to the faith and sharing the good news with youth in the catechetical setting and other appropriate settings, always in compliance with Safe Environment regulations
- Execute Sacramental Prep for youth
 - Oversee and implement the sacramental preparation for Reconciliation, Eucharist and Confirmation and ensure that this preparation aligns with the broader vision for youth evangelization at the parish including sacramental retreats (i.e Dragon Slayers, Santified)
 - Coordinate with the parish school staff
 - Maintain good communication with youth and their families about gatherings and expectations, offering transparency and support
- Build bridges for Pre-K families to connect to the parish school

- Schedule, organize and run summer programs (i.e. Totus Tuus, VBS)
- In collaboration with the pastor and other evangelization staff, plan an annual calendar of programming and formational opportunities
- Oversee the marketing and advertising of programs and events
- Evaluate and implement curriculum and supplemental curriculum available for youth programs to best meet the needs of the youth and their families, in compliance with the Archdiocese of Cincinnati Graded Course of Study for Religion
- Conduct program evaluations and assessments to determine effectiveness of opportunities and refine efforts (including the evaluation of volunteers and direct reports)
- Coordinate registration and collection of fees for programs (works with administrative assistant and business manager)

IV. Candidate Expectations

- Must complete and maintain compliance with all Archdiocese of Cincinnati Safe Environment policies
- Must complete a background check
- Must participate in continuing education and formation in catechesis, theology, spirituality, and methodology. This can be accomplished through events such as:
 - National/local conferences
 - Online platforms
 - Archdiocesan trainings
 - Personal retreats
- Highly recommend staying connected to and collaborating with the ministers of the surrounding parishes, as well as utilizing opportunities offered by the Center for the New Evangelization for networking, fellowship, and training

V. Education, Training, and Experience

- Preferred but not required a bachelor's degree in Pastoral Ministry, Religious Studies, Theology, Religious Education, or related field, or commensurate ministry experience
- Must have spiritual maturity, defined as a practicing Catholic in good standing with the Church who is faithful to the Magisterium, consistent in one's prayer life, regularly receiving the sacraments, and able to speak of one's relationship with Jesus
- Must have a broad understanding of and ability to articulate Church teaching regarding evangelization, catechesis, prayer, sacraments, and ecclesiology
- Must have experience mentoring and accompanying adults and families at different stages of the discipleship path
- Must be able to pray in front of and with others, to lead and participate in spontaneous prayer
- Must be able to communicate effectively with a wide variety of people using the spoken word, both within one-on-one coaching/mentoring situations and in large group settings

VI. Working Environment

- Tuesday, Wednesday and Thursday in the office with Wednesday evenings during the school year
- No summers except during the summer program weeks (Totus Tuus, VBS)

Employees of Holy Rosary Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Holy Rosary Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration, or writing, including the use of social media or other digital technologies.

VII. Acknowledgement

I have read, understand, and agree to perform all job duties and requirements outlined in this job description.

Employee Signature

Date

Supervisor Signature

Date