



## **Sacred Heart Roman Catholic Parish Prescott**

### **Position Description – Director of Catechesis of the Good Shepherd (Atrium) Program**

**Title:** Director of Catechesis of the Good Shepherd Program  
**Grade:** Grade 5 (Exempt)  
**Department:** CGS Ministry  
**Supervisor:** Parish Manager and Pastor

#### **Purpose and Scope**

To support Sacred Heart Parish in its mission of *Being the Living Example of God's Love to Others*, the Director of the Catechesis of the Good Shepherd (“CGS”) Program is to serve as an active member of Parish pastoral team, working closely with the Pastor, Parish Manager and Director of Catechesis to manage the well-established CGS-Atrium Program for and ensure appropriate catechetical formation, spiritual and educational growth for young children. The CGS program is rooted in the educational principles of Maria Montessori and deeply grounded in the Bible, the liturgy of the Catholic Church and the educational philosophy of Dr. Sofia Cavalletti.

#### **Essential Job Functions**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Coordinates, recruits, trains and supervises volunteer catechists and supervises them in proper administration of the CGS program according to the standards established by the United States Association of the Catechesis of the Good Shepherd;
- In coordination with Sacred Heart Catholic School staff, works with parents of children attending the Atrium and answers inquiries from parents discerning about having their child attend the program;
- Coordinates completion of enrollment paperwork;
- Constantly reviews curriculum to ensure adherence with national program standards;
- Actively promotes the Atrium program to ensure strong participation;
- Orders and maintains a supply of materials needed for the program;
- Ensures proper upkeep of the Atrium building including implementing proper safety requirements and ensuring compliance with Diocese of Phoenix Safe Environment procedures;
- Keeps appropriate records of Atrium sessions in accordance with established standards of the parish, diocese and United States Association of the Catechesis of the Good Shepherd;

- Prepares and monitors an operating budget for the Program.
- Participates in regular meetings with the Pastor, Principal, Parish Manager, and other Directors to ensure communication about the Program and coordination with related catechetical programs.
- Works with Parish Office, School Office and Diocesan staff to coordinate planning of sacraments of Reconciliation and First Communion.
- Participates in Parish events as needed.

### **Additional Job Functions**

- Performs any other job-related duties as directed by the Pastor or Parish Manager.

### **Knowledge, Skills and Abilities Required**

- Certification in the Catechesis of the Good Shepherd Levels I and II and a willingness to work on Level III.
- Demonstrated commitment to the mission and values of the Catholic Church and knowledge of Church teachings.
- Experience as a catechist and familiarity with CGS methodology and principles are preferred.
- Strong interpersonal skills working with people of all ages and ethnicities including excellent verbal and written communication skills and willingness to collaborate with others.
- Excellent organizational skills and attention to detail and the ability to multitask.
- Proficiency in Microsoft Office programs and ability to conduct virtual meetings or classes as needed.
- Commitment to the mission and values of Sacred Heart Parish and the United States Association of the Catechesis of the Good Shepherd.

### **Minimum Qualifications:**

- Bachelor's degree in theology, religious education, Montessori education or a related field or completion of two years of Kino training (Master's degree preferred but not required.)
- Valid Arizona driver's license
- Maintain Safe Environment Certification including completion of required background check.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Approved by Pastor: Fr. Inudayaraj

Date: 03/20/2024

Employee Signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_