

Position:	Parish Catechetical Leader
Location:	St. Gabriel the Archangel Church, Saddle River
Reports To:	Pastor
Status:	Full
Classification:	Exempt

General Description

St. Gabriel the Archangel is located in the beautiful Saddle River Valley. For over fifty years, this Catholic parish has grown into a vibrant community of 1200 families from the surrounding towns of Saddle River, Ho-Ho-Kus, Waldwick and Ridgewood. The Parish Catechetical Leader is responsible for the direction and formation of the parish catechetical and sacramental programs in accordance with policies and guidelines of the Archdiocese of Newark.

Specific Duties/Responsibilities

The following specific responsibilities are representative of duties required in this position. They may be unilaterally but reasonably changed based on the working environment and parish needs.

- The parish program for ongoing catechesis for children, both in the classroom model as well as home school programs
- Sacramental prep for both students and parents for:
 - First Reconciliation and First Eucharist
 - Confirmation
 - Baptism
- Choose and direct the curriculum of study
- Incorporate online learning when appropriate
- Record keeping responsibilities: registration, classroom assignment, teacher assignment, sacramental records for new and transferring students
- Recruitment and training of new teachers
- Supervision of classroom activities, attendance
- Safety of all children in the building in compliance with Archdiocesan guidelines
- Direct office manager as to supplies needed for program
- Order all educational materials in a timely manner

Qualifications/Skills

- Practicing Catholic in compliance per directives as issued by RCAN
- Gives evidence of continuing personal spiritual growth
- Has ability to work with all age levels: adult, youth and children.
- Possesses pastoral discernment
- Is able to handle conflict well
- Is a self-starter

- Excellent communication skills both verbal and written
- Outstanding organizational skills
- Computer knowledge: Familiarity with MS Office 365, internet browsers, Google Suits, Online registration platforms and database software, social media
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Education and/or Experience

- Masters in theological studies and religious education preferred

Physical Demands

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.