



Diocese of Westminster

Agency for Evangelisation

Job profile: Catechesis Adviser

Location: Vaughan House and across the Diocese

Reporting to: Director of the Agency for Evangelisation

Job purpose: Working as part of the Catechesis Advisory Service within the Agency for Evangelisation, and inspired by "*Proclaim*", to help parishes develop and deliver their sacramental formation programmes and their ministry of evangelisation and all-age catechesis.

Principal duties and responsibilities:

1. To develop, lead and manage The Archbishop's Certificate in Catechesis for the ongoing ministerial development of catechists and others in pastoral ministry.
2. To help renew the Rite of Christian Initiation across the Diocese and to provide ongoing formation and support to parishes.
3. To assist with the development and delivery across the Diocese of programmes of sacramental preparation for Baptism, Reconciliation, Holy Communion and Confirmation, understanding these sacramental moments to be a whole-parish responsibility and an opportunity for evangelisation, pastoral support, adult faith formation and family catechesis.
4. To give formation and ongoing support to catechists at all stages.
5. To be a resource for parishes in identifying their catechetical needs and identifying appropriate sacramental and catechetical programmes.
6. To assist with the recruitment and selection of salaried and volunteer catechists.
7. To attend such courses and meetings as are deemed appropriate to keep abreast of catechetical and diocesan developments.
8. To carry out other duties and assist in diocesan events as required.

Person specification: Catechesis Adviser

Contract Type: Permanent

Salary: £16 per hour (£17,472 pa gross)

Hours of work: 21 hours/ 3 days per week (flexible)

Christian commitment:

1. A committed and practising Catholic
2. Involved in the wider life of the Church
3. A commitment to personal ongoing Christian formation and professional development

Qualifications and experience:

1. Graduate or teaching or professional qualification in theological or related disciplines.
2. Good knowledge and understanding of the Church's teaching in this area and recent developments relating to evangelisation, catechesis and adult formation, with a thorough knowledge, understanding and experience of the RCIA.
3. Knowledge of Canon Law relating to parishes and catechesis.
4. Recent experience of and involvement in catechising in parishes, especially in the RCIA.
5. Proven ability to work in a team.

Please reply to: HR dept, Vaughan House, 46 Francis Street, London, SW1P 1QN

Tel: 020 7798 9167 **Fax:** 020 7798 9012 **Email:** humanresources@rcdow.org.uk

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Competences required:

1. Pastoral sensitivity.
2. Good organisational skills, resourceful and self-motivated and able to work under pressure.
3. Flexible and responsive to the requirements of fieldwork and to be willing and able to travel across the Diocese, including working some weekday evenings and Saturdays.
4. Ability to drive and have use of a car.
5. Good IT, communication and presentation skills.