



The Department of Catechesis

Syro-Malabar Eparchy of St. Thomas the Apostle Melbourne, Australia

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GREENVALE VIC 3059

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Position Description- Catechism Staff Secretary

Selection Process:

- He / She is elected by the catechism teachers.
- The term of office of the Staff Secretary is a period of 3 years.

Essential Requirements:

- Demonstrated involvement with Syro-Malabar church activities or catechism in overseas or hometown in India
- Holds a certificate in Catechism at year 10 level or above
- High level understanding of Catholic teachings, Scripture, Syro-Malabar Catholic traditions, and Liturgy
- Be a registered and active member of the parish/Mission, confirmed as a practicing catholic. (eg: Sunday Mass in Syro-Malabar Rite, Unit Prayer, Regular Contributor etc.)
- Preferably an experienced professional as a trained Team Manager/Teacher.
- Demonstrated commitment to Catechism ministry of the parish and high moral standards
- Demonstrated skills in managing Microsoft and computer applications.
- Holds a current Working with Children Check
- Successfully completed a Safer Church training

Key Responsibilities:

- Responsible for management of the administration tasks involved in Catechism Department
- Maintain effective communication with Catechists, Principal, Parish priest/Chaplain (Director) and parents/carers
- Support Principal for operational functions of Catechism School
- Develop and maintain a filing system for the school
- Maintain registration records of catechism students for the school and grade-based lists of students enrolled
- Manage meeting records and prepare agenda and minutes for staff meetings in consultation with Principal and Parish Priest
- Prepare and disseminate correspondence, memos, and forms in consultation with Principal
- Support Catechist by providing teaching materials and organize resources
- File and update contact information of catechists, catechism students and other relevant stakeholders
- Follow-up registration forms with relevant catechists and support recruitment process
- Provide support to the Principal to conduct Catechism exams and record exam results
- Conduct catechism assembly as delegated
- Assist Principal and Safeguarding officer to conduct event risk assessment, prepare incident reports and support child safeguarding initiatives
- Assist Principal in organizing activities such as Bible Fest and help prepare outcomes.
- Undertake any other relevant administrative tasks as required for the department

Privacy and Confidentiality:

- Commitment to privacy and confidentiality of information relating to children and families involved in Catechism ministry
- Commitment to non-disclosure agreement of the Eparchy

Other responsibilities:

- ✓ Ability to work in collaboration with Parish Priest, Principal, PSO, other catechists, parents and children.
- ✓ Follow policies and guidelines as set by the Department of Catechesis of Syro- Malabar Eparchy
- ✓ To agree to undertake background check, obtain a WWCC or an equivalent and complete Safer Church training in accordance with the Diocesan policy.
- ✓ Escalate any child protection matters to Principal immediately and ensure subject child is safe.
- ✓ Ensure 3 years of commitment as a Staff Secretary. If unable to fulfil this commitment, it is expected that the Director is notified of upcoming changes by giving a minimum of 8 weeks’ notice.
- ✓ Any leave taken must be notified in advance to arrange appropriate leave cover
- ✓ Participate in continuing education programs as designated by the Diocesan Department of Catechesis and Parish.
- ✓ It is desirable to obtain a Diploma of Theology according to the guidance of Diocesan Department of Catechesis.
- ✓ Be a role model for students in words and action, demonstrating catholic beliefs and values
- ✓ Arrive at least ten minutes prior to class time and stay until entire class is dismissed to parents, guardians or authorized person or as required.
- ✓ Attend the Holy Qurbana with Children as per the class allocation
- ✓ Manage any issues or concerns arising in catechism classes or related backgrounds as the first port of call and escalate to Principal/ Parish Priest for further management.

Catechism Staff Secretary Declaration:

I.....(name of volunteer) read and understood the roles and responsibilities as above and I agree to the terms and conditions of my employment (Volunteer) withparish. I am willing to deliver my role with due diligence as a volunteer Catechism Staff Secretary for..... parish/mission.

Name:

Role:

Commencing date:

Signature: