



The Department of Catechesis

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

6 Greenock Court,
GREENVALE VIC 3059

Email- catechism.eparchy@syromalabar.org.au
secretary.catechism@syromalabar.org.au

Ph- 0469083734

Position Description- Principal of Catechism

Selection Process:

- The appointment of Principal is the prerogative of the parish priest/chaplain (Director) with due confidential consultation with catechism teachers and if required with others.
- The term of Office of Principal is a period of 3 successive years. He or she can be appointed for another term. However one cannot hold the office more than two consecutive terms.
- The preferable term to be used across Australia is "Principal" for the sake of gender neutrality.

Essential Requirements:

- Demonstrated involvement with Syro-Malabar church activities or catechism in overseas or home town 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.)
- Open to the corrections given by the Director in matters of the theological content, history of the church, Syro Malabar traditions including liturgy or the discipline of Catechism center.
- Demonstrated commitment to Catechism ministry of the parish and high moral standards
- Demonstrated skills in managing children and ability to facilitate learning
- Maintain a child focus and demonstrate commitment to safety and welfare of children
- Holds a current Working with Children Check
- Successfully completed Safer Church training

Key Responsibilities:

- Liaise with the Director alias Parish Priest/Chaplain and coordinate parish Catechism (Catechism School)
- Work collaboratively with parish priest/Chaplain and other ministries functioning in the parish
- Ensure all Catechists comply with Working with Children Check or similar certificate/card of Australian State/Territory as relevant
- Implement programs as recommended by Catechism Department (e.g. Common exams, training programs)
- Ensure appropriate environment is available for catechetical and spiritual growth of students
- Recruit, train and supervises catechist as delegated by the Director Catechesis
- Conduct performance reviews of catechists and maintain reports
- Implement and supervise curriculum and teaching methods as instructed by Catechism Department

- Prepare a year planner and deliver activities accordingly in consultation with the Director and other catechists
- Oversee the registration process in parish/Mission setting
- Assist Catechism Secretary to develop and distribute handbooks and other communications for catechism students, parents, and catechists
- Organize in-service and ongoing professional development opportunities for catechists
- Work collaboratively with the Department for catholic formation and represent the parish at various meetings and conferences pertaining to religious education and/or administrative development
- Cooperate with parish council in developing and implementing parish programs and use of the facilities
- In consultation with Director and parish finance council prepare an annual budget.
- Evaluate the programs to determine strengths, areas of improvement and future needs
- Consult with Parish Safeguarding Officers and support implementation of Safer Church initiatives in the department
- Perform any other pertinent duties as assigned by the Director.

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:

- ✓ Be a registered member of the parish/Mission, confirmed as a practicing Catholic
- ✓ Ability to work in collaboration with Director, Secretary, other catechists, parents, and children.
- ✓ Follow policies and guidelines as set by the Department of Catechesis, Syro- Malabar Eparchy
- ✓ To agree to undertake background check, obtain a WWCC and complete child protection training in accordance with the Eparchy's policies.
- ✓ Escalate any child protection matters to the Director and Parish Safeguarding Officer immediately and ensure subject child is safe.
- ✓ Utilize the curriculum guidelines established by the Catechetical Department and the parish for efficient delivery of classes.
- ✓ Ensure 3 years of long commitment as a Principal. If unable to fulfill 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 cover
- ✓ Participate in continuing education programs as designated by the Diocesan Catechetical Department and Parish.
- ✓ It is desirable to obtain a Diploma of Theology according to Diocesan Catechetical Department guidance.
- ✓ Be a role model for students by word and action, demonstrating catholic beliefs and values
- ✓ Prepare for weekly classes by reviewing the curriculum and text book provided
- ✓ Arrive at least ten minutes prior to class time and stay until entire class is dismissed to parents, guardians or authorized person.
- ✓ Ensure sign in and sign out performed for all children
- ✓ Attend the Holy Qurbana with Children as per the class allocation
- ✓ Manage any issues or concerns arising in catechism classes or related background as the first port of call, and escalate to Director for further management.

Principal - 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 withParish. I am willing to deliver my role with due diligence as a volunteer Principal for parish/mission.

Name:

Role:

Commencing date:

Signature of applicant: