

PREP COORDINATOR
SUMMARY OF ROLES AND RESPONSIBILITIES

1. Communication with:
 - Pastor
 - Administrative staff (secretary, school principal, teachers – when applicable)
 - Catechists & catechetical team
 - Parents
 - Volunteers and parishioners
 - Archdiocesan personnel

2. Formation and Support of Team
 - Catechists
 - Catechetical team
 - Local and Archdiocesan

3. Coordinate and animate the religious education program through:
 - Formation of children
 - Formation of parents
 - Sacramental preparation
 - Community prayer and liturgy

4. Administration of PREP
 - Record keeping
 - Catechetical resources and supplies
 - Finance
 - Emergency procedures

5. Professional Development
 - Professional and spiritual readings
 - On-going leadership formation
 - Theological formation

MANDATE and GUIDELINES for the PARISH RELIGIOUS EDUCATION PROGRAM COORDINATOR of the VANCOUVER ARCHDIOCESE

Parish Coordinators receive their mandate to teach the faith and coordinate the Parish Religious Education Program (P.R.E.P.) from the pastor and are responsible and accountable to him.

Job Description

1. Under the direction of the pastor, the P.R.E.P. Coordinator will ensure that the teachings of the Church are faithfully transmitted to the students entrusted to them in the parish program.
2. With the support of the pastor, the P.R.E.P. Coordinator will coordinate the Parish Religious Education Program within the following guidelines.

Guidelines

A) Relationship with the Pastor

In this relationship the Coordinator:

- ensures harmony and unity by collaborating with the pastor
- assists the pastor in the recruiting of catechists and support staff
- assists the pastor in needs assessment and in preparing the P.R.E.P. budget
- assists the pastor in the selection of the texts to be chosen from the Archdiocesan list of approved texts and supplementary texts
- assists the pastor in setting and reviewing local policy decisions
- develops trust by ensuring confidentiality where needed
- collaborates with the pastor in planning the calendar for the pastor's participation in the program and for reconciliation services, masses, sacramental preparation, etc.

B) Relationship with the Catechists

In this relationship the Coordinator:

- accompanies the classroom catechists to ensure success by supporting, affirming, and challenging
- meets with individual catechists regularly to ensure that their needs are met
- visits classes regularly and provides feedback and guidance as needed
- sets expectations that create a professional atmosphere (e.g. time of arrival, regular staff meeting attendance, good communication with parents, confidentiality where appropriate, etc.)
- provides ongoing training in the use of the text and resources, in lesson preparation, in classroom management, and in teaching techniques for classroom prayer and for faith development
- develops community by fostering retreats, enrichment courses, and conferences are well advertised and are a regular part of the parish catechist training program
- gives the dates of all ongoing training sessions well in advance so that catechists can plan and make arrangements to attend
- provides the catechists with the yearly parish catechetical calendar in August
- ensures that the catechists understand how this calendar impacts on their weekly lesson planning

C) Program Implementation

In implementing the parish program, the Coordinator:

- collaborates with the pastor and staff in developing short and long range plans for the implementation of the catechetical program within the current year
- fosters a collaborative approach with the catechists (i.e. sacramental preparation team, grade level team, division team such as k-3, 4-7, 8-20, 11-12)
- fosters a collaborative approach with parents involving them wherever possible
- fosters a collaborative approach with the parish school and parish youth ministry where applicable
- provides an ongoing formation in leadership and ensures the availability of an assistant coordinator who can take over in case of emergency
- ensures that the authorized texts selected by the pastor are being used, and that supplementary resources are current, suitable, and accessible to the catechists
- ensures an ongoing assessment and evaluation of all the elements of the catechetical program (i.e. catechetical methodology, parents evenings, sacramental preparation, and catechist formation)

D) Program Implementation

In administering the parish program, the Coordinator:

- strives to obtain adequate space for all the classes, a gathering place for staff, and office space for support staff
- ensures that the day to day running of the program is well organized
- ensures that proper records are kept
- ensures supervision of the students at all times and that emergency procedures are in place
- ensures that common procedures such as telephone use, washroom breaks, disciplinary actions, etc. are discussed and managed consistently throughout the grades
- ensures that all texts, materials, and resources are ordered well in advance
- organizes the work for the volunteers and/or support staff
- anticipates needs in order to help prepare the annual budget
- acts as liaison between the Archdiocesan Office of Religious Education and the catechists so that they know about resources, services, and ongoing training available
- acts as a liaison in ordering materials requested by the catechists from the Archdiocesan Office of Religious Education Resource Centre
- attends monthly Coordinators' Meetings to give input, to receive support in ministry, and to ensure that diocesan policies are implemented
- serves, whenever possible, on diocesan committees (e.g. the annual Religious Education steering committee) so that the parish needs are well organized

E) Communication

In administering the parish program, the Coordinator:

- is aware of the crucial importance of communication and therefore ensures the same with the pastor, parents, catechists, support staff and volunteers
- establishes regular catechetical staff meetings
- establishes catechetical and informational meetings with parents as needed
- establishes clearly understood channels through which parents and catechists can communicate
- acts as a liaison between individuals and groups involved in the parish religious education program, ensuring confidentiality when appropriate

Conclusion

An essential ministry of the Church is to teach the faith. The P.R.E.P. Coordinator's role is important and vital to this ministry. Consequently, the selection and formation of the P.R.E.P. Coordinator is equally vital and important.

Therefore, two things follow: the Coordinator has to be open to and participate in their own spiritual and educational growth and the parish has to be committed to provide opportunities for this formation.

Approved by Archbishop Exner: September 1, 1995