CCE Support Staff / Secretary
St. Helen Catholic Parish

Summary:

Assist with all CCE activities and assigned ministries - Children's Liturgy of the Word, Baptism, Sunday Pre-k, Circle of Grace, Home Study and Service Projects with supervision of CCE Director

Ability to multitask, communicate well with other staff members, volunteers, and parents. Maintain confidentiality of parish records and understand the Catholic faith.

This position is 20 hours a week and requires evening and weekends. If you are not able to work in the evening, on Sunday, and some Saturdays, please do not apply.

Job Requires:

- Proficiency in MS Office, Power Point, Excel
- Working – evenings and weekends
- Personal ongoing formation
- Collaboration with Archdiocese, Pastor, area supervisor and other staff members
- Christ-like and congenial – pastoral

General or overall responsibility (in light of the Parish Mission Statement)

Assist with Specific area and all CCE activities:

- Maintaining supplies and materials, books, resources, etc
- Catechist coverage for all classes
- Supervision of students during CCE sessions and pickup and drop-off of students
- Class materials requested by catechists.
- Setting up and Restore meeting environment.
- Assist and support with special programs (V.B.S., Retreats, Christmas, Easter etc.)
- Assist with training / Recruiting Catechists /volunteer and adult education etc.

Specific assigned areas:

Children's Liturgy of the Word – monthly mail out / email – of team schedule and materials to catechist.
Baptism – hospitality, set-up environment, assist team volunteer during class sessions. Assist by assigning team member to help with group baptism or private baptism.
Circle of Grace materials and packets for catechist/parents and students
Home study materials packets for families and help during the group catechetical gathering of children and parents.
Service project for home study and 5th grade students
Pre-k classes on Sunday

Send in resume to ddrenon@sthelenchurch.org or Julie@sthelenchurch.org