

Program Coordinator Responsibilities Family Catechesis Program

This is a description of the responsibilities for the coordinator of an individual family catechesis program. It is recommended that each family catechesis program have a coordinator who manages the team conducting the program and the logistics of the program, and facilitates the flow of the learning program.

Responsibilities

1. Work as a member of the Family Catechesis Leadership Team to plan the family catechesis program and recruit leaders to conduct the programs.
2. Participate in the design and preparation meetings for teaching the program.
3. Manage the team and the various leadership roles necessary for conducting the family catechesis program he or she is leading:
 - Prayer leaders
 - Music leaders
 - Group leaders/facilitators/activity leaders
 - Assistants to help with activities
 - Set-up and clean-up staff
 - Food preparation and service staff
 - Creative arts staff
 - Hospitality staff
4. Welcome all the participants and provide an overview of the learning program.
5. Guide the whole group through each element of the learning program.
6. Introduce each learning activity and the leaders. Present instructions as necessary.
7. Keep the program moving on schedule.
8. Facilitate the whole group sharing experience and at-home application at the end of the learning program.