



Called to teach.

The Vocare Administrator

A designated Vocare Administrator is identified at each parish and school. The pastor delegates this responsibility to a person of the parish/school staff, catechetical ministry or a volunteer from within the parish/school community.

Requirements for the Vocare Administrator:

- At least 18 years of age.
- Willing to take responsibility as catechetical certification advocate at the parish/school level as designated by the pastor or principal.
- Must be comfortable and competent with digital media.
- Act as single point-of-contact at the parish school for the Vocare process.
- Serve as liaison to the OED to ensure program development and local success.
- Be committed to ongoing formation including orientations, trainings and workshops specific to the role of the onsite Vocare Administrator.

Role of the Vocare Administrator:

The Vocare Administrator is responsible for administering the parish/school group account within the Vocare online system. The system is accessible from the Archdiocesan/Vocare web site. Vocare is implemented by the Archdiocese of Cincinnati Office for Evangelization and Discipleship (OED).

Key responsibilities:

- Have computer accessibility to assist/train parish/school leaders in their site activities.
- Support school/parish leaders in monitoring the progress and participation of catechists and teachers on the system.
- Assure the addition of new catechists/teachers to the system, monitoring and confirming as required.
- Collaborate with parish/school catechetical leader to request and register certification sessions (“Live Classes”) that will be hosted by and at the parish/school.
- Assist with requests for grants for volunteer parish catechists.
- Maintain regular communication with OED support team.