

SAMPLE CATECHIST MINISTRY DESCRIPTION

Program or Component: Grade or age group (adult, high school, junior high or elementary)

Tasks to be Performed: Each catechist works together with a catechist aide to share duties and responsibilities as needed. Look at this job description with a view as to what areas are one's strengths and what areas growth is needed.

- Promoting Knowledge Of The Faith*
- Liturgical Action*
- Moral Formation*
- Teaching To Pray*
- Education For Community Life*
- Missionary Initiation*

Planning:

- Creatively using music and audio visual materials and resources when appropriate.
- Building in opportunities for all six tasks of catechesis.

Communication;

- Communicate with and follow the leadership of the DRE.
- Work cooperatively with other Catechetical staff.
- Become acquainted with individual participants and their families.
- Communicate with parents about child's progress and/or behavior on a regular basis.
- Communicate effectively with the age groups with which one works.

Abilities needed:

- Believe deeply in Jesus and the Catholic Tradition and want to share that belief with others.
- Committed to the Catholic Church and the Church's teaching mission.
- Able to participate fully in the sacramental life of the Church.
- A person of prayer, conscious of the gift of faith in one's life.
- Able to deal with conflict and disagreement in a sensitive and understanding manner.
- Able to work with co-catechist in sharing responsibility.
- Committed to continuing growth, formation and certification as catechist.

Commitments beyond sessions:

- Attendance at Catholic faith community Catechetical Sunday and or end of the year celebration.
- Willing to participate in catechist meetings, in-service and planning meetings.
- Set time aside to prepare for Catechetical sessions.

Length of commitment:

The program meets every _____ from _____ to _____ for _____ weeks. A complete schedule including holidays and in-service opportunities is available from the CRE or DRE. A minimum of one year is expected. Each spring the Catechetical Leader will need to know if the commitment will be renewed.

Supervision and Support:

- Direct support and supervision is provided by the DRE or area coordinator.

Training Offered for this Position: (what, how, where and when)

- Beside the initial orientation and evaluation, the parish DRE will see to it that each catechist is aware of the parish, regional and diocesan formation opportunities. When possible, the parish will provide financial support or assistance for you to participate in these opportunities.
- Familiarization with Archdiocesan policy **for child protection.**
- Virtus** Session for protecting God's Children.

Benefits of this position: This job provides the opportunity to:

- Understand the meaning of being a disciple of Jesus Christ.
- Invite others to respond and live out the mission of the Church.
- Have the honor of representing and helping the parish in forming disciples.
- Spend time with some of the most wonderful people you have ever met!

Responsible to: Director of Religious Education or Area Coordinator (example, youth ministry, primary, etc.)

Date: _____ **Priest-Chaplain or CRE's signature:** _____

SAMPLE CATECHIST AIDE MINISTRY DESCRIPTION

Program or Component: Grade or age group (adult, high school, junior high or elementary)

Tasks to be Performed:

The catechist aide will -

- Be a faith-filled Catholic Christian.
- Follow the leadership and work cooperatively with the catechist to whom he or she is assigned.
- Support the catechist during the session and in planning, if invited.
- Be committed to continued growth and formation.
- Attend the catechists orientation meetings and other meetings as able.
- Be encouraged to participation in the certification process.
- Be able to take over the group when the catechist is unable to attend.

Length of commitment:

- The program meets every _____ from _____ to _____ for _____ weeks. A complete schedule including holidays and in-service opportunities is available from the CRE or DRE. A minimum of one year is expected. Each spring the parish administrator will need to know if the commitment will be renewed.

Training Offered for this Position: (what, how, where and when)

- Beside the initial orientation and evaluation, the Catechetical Leader will see to it that each catechist is aware of online faith formation opportunities. When possible, the Chapel will provide financial support or assistance for you to participate in these opportunities.
- Familiarization with Archdiocesan policy *for child protection*.
- Child protection training.

Benefits of this position: This job provides the opportunity to:

- Understand more about catechetical ministry.
- Understand the meaning of being a disciple of Jesus Christ.
- Assists in inviting others to respond and live out the mission of the Church.
- Allows one's faith to become living, conscious and active.
- Spend time with some of the most wonderful people you have ever met!

Responsible to: First to the Catechist assigned and secondarily to the Director of Religious Education or Area Coordinator (example youth ministry, RCIA team coordinator, etc.)

Date: _____ **Priest-Chaplain or CRE's signature:** _____