

MINISTRY POSITION DESCRIPTION

Name of Group / Ministry	Catechist – Children
Accountability	Pastor or Director of Religious Education
Purpose of Ministry	The catechist shares in and helps to carry out the catechetical mission of the church. Pastors, with the assistance of catechist carry out the church's teaching mission in the parish. This catechist teaches in a systematic way the Word of God to children and youths and proclaims the word by her/his own living witness of the faith.
Participant Group	Children, Youth and Parishioners of all age levels within the Parish community
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ Is knowledgeable of the content of the faith. ▪ Demonstrates some skills in presenting this faith to a particular age group. ▪ Recognizes and names her/his own gifts and skills. ▪ Prepares her/his lessons. ▪ Is present to teach the class and is available for communication with students and families. ▪ Is available for meetings and training on both the parish and diocesan levels. ▪ Is supportive in all service and liturgical activities involving students. ▪ Is open to ongoing evaluation.
Skills and Qualifications	<ul style="list-style-type: none"> ▪ Must be active, fully initiated and a practicing Catholic. ▪ Must have a good grasp of the language which the catechesis is being delivered in ▪ Needs to be a person of prayer, flexibility, relational skills and humour. ▪ A spirit of generosity. ▪ Is able to minister with children, youth and adults.
Time Commitment	<ul style="list-style-type: none"> ▪ This is a volunteer position requiring 2 to 4 hours each week ▪ Must be able to attend the orientation session and the training courses
Duration	2 year term
Orientation and Training	<ul style="list-style-type: none"> ▪ Orientation to the catechetical programme and the methodology ▪ Standard parish orientation programme
Support /Supervision/Evaluation	Pastor or Director of Religious Education who is ultimately responsible to the Pastor Reviewed annually
Position Level	HIGH TRUST
Screening Procedure	<ul style="list-style-type: none"> ▪ Receive a position description ▪ Complete forms A, B, C Interview ▪ Reference checks, Police Records Check ▪ Orientation and training ▪ Receive Parish Volunteer Guidelines, Sign Volunteer Covenant ▪ Supervisory checks and evaluations