



Archdiocese of Regina

RELIGIOUS EDUCATION ASSISTANT

Overview

Under the direction of the Religious Education Coordinator and by assisting the Catechists and the Coordinator, the Assistant helps to carry out the catechetical mission of the church. In a systemic way, the Assistant passes on the Word of God to children and youth through instruction and as a living witness of the faith.

Activities/Responsibilities

- Assists the Religious Education Coordinator.
- Assists the Religious Education Catechist.
- Becomes acquainted with the curriculum.
- Is present for all lessons, service and liturgical activities involving students.
- Liaises with the Religious Education Coordinator and Catechist on an ongoing basis.
- Is available for meetings and training.
- Shares the faith accurately and seeks support, when necessary.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the 'Other Specifics' box for duties that are specific to this parish.

Other specifics:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church.
- Is known in the parish community, participates in parish life and is of good character.
- Possesses some knowledge of the teachings of the Catholic Church.
- Can relate effectively and communicate clearly with others, especially children, youth and their families.
- In cases of emergency, knows contacts and/or procedures.

Personal Traits and Qualities

(The following description may be of assistance to those considering this position)

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Is able to collaborate well with others and enjoys teamwork.
- Needs to be a person of prayer.
- Has a helpful, supportive and non-threatening attitude in working with children and their parents.
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
- Has a spirit of generosity and creativity.

Orientation and Training

- Standard parish orientation program and training provided by the Religious Education Coordinator. There are resources and sessions provided through the Catholic Pastoral Centre and/or the Archdiocese of Regina.

Participant Group

- Other volunteers, children involved in the catechetical program and their families.

Support, Supervision, and Evaluation

- The Religious Education Coordinator is the first level of support, supervision and evaluation.

Length of Ministry

- _____ year term.

Benefits and Working Conditions

- Will contribute to children’s spiritual development.
- Will further develop leadership and organizational skills.
- Opportunity to perform community service and gain experience for the purpose of school or career advancement.
- This is a volunteer position which requires a time commitment of _____ hours per week or _____ hours per month.
- Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

- This is a High Security position.
- Completion of a Volunteer Information Form is required.
- An interview and personal reference checks are required.
- A criminal record check is required.
- Training and orientation are required.
- There will be supervision by the Pastor and/or his designate.
- Participant follow-up will be conducted.

This ministry position description accurately reflects the Ministry of Religious Education Assistant currently practiced at _____ Parish. (Parish Name)

Parish Volunteer Screening Committee

Pastor or Designate

Date

Prepared by the Archdiocese of Regina
Adapted from the Archdiocese of Toronto

Section Four
Intentional Blank Page