



Archdiocese of Regina

RELIGIOUS EDUCATION CATECHIST

Overview

Under the direction of the Religious Education Coordinator, the Catechist shares in and helps carry out the catechetical mission of the church. In a systemic way, the Catechist 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 by preparing lessons from the prescribed curriculum.
- Demonstrates some skill in presenting at a variety of learning levels.
- Becomes knowledgeable of the content of the curriculum.
- Is present to teach the children based on the prepared lessons.
- Keeps accurate records of students' progress and attendance.
- Is available to communicate with parents and/or family members of children attending the catechetical program.
- Liaises with the Ministry Coordinator on an ongoing basis.
- Is available for meetings and training.
- Is supportive in all service and liturgical activities involving students.
- Shares the faith accurately and seeks support, when necessary.
- Supervise any volunteer assistants that may be present.
- Ensures that at least two adult volunteers are present at all times during the catechetical lessons.

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.

<p>Other specifics:</p> <hr/> <hr/> <hr/>
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Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church.
- Participates in parish life and is of good character.
- Must be at least 18 years of age.
- Must have attended the parish at least 2 years or be known to the parish community.
- Possesses a good knowledge of the teachings of the Catholic Church.
- Is recognized within the parish community as a person of good reputation.
- Can relate effectively and communicate clearly with others, especially children, youth and their families.
- Must have good presentation skills.
- Ability to facilitate meetings and group dynamics.
- 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.
- 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.
- Honest, dependable and can maintain strict confidentiality.
- 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.

Participant Group

- Other Catechists, 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 directly 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 School of Religious Education Catechist 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

