



## 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