

### Volunteer Ministry Position: Faith Formation Catechist for Levels 1 - 6

**Purpose:** To share and teach the Good News of Jesus Christ and the Catholic faith tradition to children in Levels 1-6 in support of and with their families.

**Responsible to:** Coordinator of Elementary Faith Formation

#### Responsibilities:

- **Ministry:**
  - Be present every week unless serious circumstances prevent it (examples: funeral or illness)
  - Be a caring, supportive, Catholic role model
  - Attend Mass weekly
  - Read and follow all communication from the coordinator in a timely fashion.
  - Follow all Faith Formation policies, guidelines and procedures (See folder)
  - Greet and welcome the children and parents as they arrive for class
  - Be present with your class at and participate in all large group or special gatherings during class
- **On Family Faith Nights:**
  - Teach a shorter lesson in the classroom (45 minutes).
  - Take your students with their belongings directly to their parents in Regan Hall for the family session (last 30 minutes of class)
  - Meet and work with your own children in Regan Hall during the family session
  - If you do not have children in Faith Formation classes, assist families and the hospitality team or work with children whose parents do not show up during the family session
  - At the end of the family session:
    - Bring any children without parents present or not yet picked up to an office aide or hall monitor in the office.
    - Return to the classroom to retrieve your bin and materials and return them to the work room.
- **If you are a Level 2 or Discover Catechist:** Assist with sacramental parent meetings, First Eucharist retreat, sacrament rehearsals, and sacrament celebrations.
- **Curriculum:**
  - Prepare and teach weekly classes using the text provided as the core material to be taught
  - Adhere to Catholic doctrine in continuity with Vatican II
  - View only approved Catholic web sites during class time
  - Inform the coordinator of worksheets/handouts brought from home, special class projects, or students with special circumstances
  - Distribute all provided educational materials and parent notifications
  - Include prayer as part of every class
- **Preparation:**
  - Arrive for class at least 15 minutes in advance
  - Spend at least one hour in lesson preparation
  - Attend all required catechist meetings and trainings
  - Attend at least one adult faith formation opportunity per year to aid personal and spiritual growth.
  - Be conscious of student allergies and special needs as noted on the class list
- **Substitutes:**
  - Contact the coordinator well in advance if you are unable to come for a scheduled class.
  - Arrange information that would be helpful for a substitute catechist

**(OVER)**

○ **Classroom Management and Safety:**

- Before class, safety-check classroom. After class, pick up room, turn off lights, close the door, and bring any children not yet picked up to an office aide or hall monitor in the office.
- Give your full attention to the children during class time
- Keep accurate attendance records
- Communicate promptly with the coordinator about concerns regarding children, program or facility
- Report suspected child neglect or abuse to the coordinator and appropriate authorities as soon as possible and confidentially

**Qualifications/Skills:**

- Practicing Catholic (attending Sunday Mass weekly, etc.) who desires to nurture children in the faith
- Successful completion of a background check, VIRTUS training, and an annually signed code of conduct on file.
- Prompt, reliable, organized, flexible and patient.
- Willing and able to work with others in the catechetical mission of the church
- Love of children and ability to work and relate well with them, including those with special needs
- Friendly and welcoming and possessing a sense of humor.
- Desire to learn and grow in the Catholic faith.
- Helpful, but not mandatory: Teaching experience or leadership with children.

**Time Required:**

- Approximately 22 sessions per school year, 1.25 hour each
- Preparation for class, approximately 1 - 2 hours per lesson
- Catechist and Classroom Assistant Trainings and Meetings: 5 per year, 1.25 – 2 hours each
- New Catechists: Mandatory VIRTUS training (3 hours); Individual meetings as needed.

**When and Where:** Tuesdays, 6:00 – 7:15 pm or Wednesdays 5:00 – 6:15 pm; or 6:45 -8:00 pm, in the St. Vincent Paul Education Center

**Training/Support Provided:**

- Mandatory VIRTUS training for new catechists
- Catechist manuals that contain lesson plans and ideas
- *Alive In Christ* web site with resources for lesson planning and catechist training
- PowerPoint slides to use with the lesson plans in the catechist manual
- Smart board training and instructions
- Planning helps from web and print materials
- *Weekly Catechist Notes*
- Regular catechist and classroom assistant meetings and trainings
- Online videos of the Family Faith Night parent sessions
- Ongoing and seasonal ideas/supports (craft ideas, videos, story time, visits from priests, etc)
- Parish adult faith formation opportunities
- Personal and professional support of the coordinator regarding your questions, ideas, planning, etc.

**Length of Commitment:** September through April

**Last Reviewed:** August 2015

**“It was not you who chose me, but I who chose you.” John 15:16**