

### Volunteer Ministry Position: Faith Formation Substitute Catechist for Grades 1 – 6

**Purpose:** To share and teach the Good News of Jesus Christ and the Catholic faith tradition to children in Grades 1 – 6 in support of and with their families when their regular catechist cannot be there.

**Responsible to:** Coordinator of Grades 1 – 6 Faith Formation

#### Responsibilities:

- Be a caring, supportive, Catholic role model
- Attend required catechist meetings and training
- Prepare and teach weekly classes *using the text provided as the core material to be taught*
- Mutually agree with team catechist on how responsibilities for classroom management will be shared
- Read and follow all communication from the coordinator in a timely fashion
- Report 15 – 30 minutes before session start to the Work Room in the Education Center office
- Before class, safety-check classroom. After class, pick up room, turn out the lights, and close the door
- Follow all Faith Formation policies, guidelines, procedures, and duties (see your 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, take children to their parents in Regan Hall for and assist with the family session.
- Contact the coordinator in advance if you are unable to come for a scheduled class
- Seek to grow and learn through continuing education programs and personal formation
- Communicate with the coordinator about concerns regarding children, program, or facility
- Be conscious of student allergies and special needs as noted on the class list and student forms
- Report suspected child neglect or abuse to the coordinator and appropriate authorities confidentially

#### Qualifications/Skills:

- Practicing Catholic (attending Sunday Mass weekly, etc) who desires to nurture children in the faith
- Be current on background check, VIRTUS training, code of conduct, and mandatory reporting
- 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:

- As needed and available during school year, 1.25 hour each
- Preparation for class, approximately 1 - 2 hours per lesson
- Attendance encouraged, but not mandatory at the Catechist and Classroom Assistant Trainings and Meetings: 4 - 5 per year, 1.25 – 2 hours each
- New Substitute Catechists: Mandatory VIRTUS training (3 hours); New catechist orientation and training
- All Substitute Catechists: Mandatory online VIRTUS training refresher every 3 years.

**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 de Paul Education Center

#### Training/Support Provided:

- Mandatory: VIRTUS training for new substitute catechists; Online VIRTUS refresher training every 3 years
- Planning helps from print and web materials
- Smart board training and PowerPoint slides to use with the lesson plans in the catechist manual
- Weekly *Catechist Notes* and regular catechist and classroom assistant meetings and trainings
- 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 2, 2017