

### 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
- **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
- **Classroom Management and Safety:**
  - Before class, safety-check classroom. After class, pick up room, turn off lights and close the door
  - 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 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 24 sessions per school year, 1.25 hour each
- Preparation for class, approximately 1 - 2 hours per lesson
- Catechist Trainings and Meetings: 3 - 4 per year, 30 minutes – 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
- Lesson plans for use with smart boards and catechist manuals
- Smart board training and instructions
- Planning helps from web and print materials
- Weekly *Catechist Notes* and periodic Catechist 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 2014

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