

Sunday School Religious Education Catechist

➤ Overview

Under the direction of the Sunday School 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 Sunday School 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 Sunday School.
- 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 Sunday School 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.

Other specifics:

➤ Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church in good standing.
- Must be at least 18 years of age.
- Must be registered with the parish at least 2 years.
- 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**

- 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 Sunday School Religious Education Coordinator. There are resources and sessions provided through the Catholic Pastoral Centre.

➤ **Participant Group**

Other Catechists, volunteers, children involved in Sunday School and their families.

➤ **Support, Supervision, and Evaluation**

The Sunday School Religious Education Coordinator is the first level of support, supervision and evaluation.

➤ **Length of Ministry Appointment**

___ 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/ ___ hours per month.

Must be able to attend the orientation session and training sessions as required.

➤ **Screening Recommendations**

This is a High risk 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 and periodic evaluations.
Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Sunday School Religious Education Catechist currently practiced at _____.	
(Parish Name)	
_____ Parish Volunteer Screening Committee	
_____ Pastor	_____ Date

Prepared by: Archdiocese of Toronto