



Ministry Position: Religious Education Assistant

Date Last Reviewed: July 2019

◆ Position Overview

Under the direction of the Religious Education Catechist, the Assistant helps carry out the initial and ongoing catechetical mission of the church by assisting the Catechists and the Coordinator.

◆ Activities/Responsibilities

- Assist the Religious Education Coordinator
- Assist the Religious Education Catechist
- Become acquainted with the curriculum
- Present for all lessons, service and liturgical activities involving students
- Liaise with the Religious Education Coordinator and Catechist on an ongoing basis
- Available for meetings and training
- Share 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:
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◆ Skills, Experience and Qualifications

- Fully initiated member of the Catholic Church in good standing
- Registered with the parish and active in parish life
- 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

- Desires to serve the community and to commit time and talents to this ministry



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- Honest, dependable and can maintain strict confidentiality
- 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
- Comfortable with being accountable and is sensitive to the observance of proper boundaries
- Demonstrates a spirit of generosity and creativity

◆ **Screening Requirements**

This is a High Risk/Position of Trust.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked
- Complete a Police Information Check
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years
- Participant follow-ups may be conducted

◆ **Orientation and Training**

Standard parish orientation program, including AODA training, and training provided by Religious Education Coordinator. There are resources and sessions provided through the Catholic Pastoral Centre, Office of Formation for Discipleship.

◆ **Participant Group**

Other volunteers, children involved in the Religious Education program and their families.

◆ **Support, Supervision and Evaluation**

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

◆ **Length of Ministry Appointment**

One (1) year term with the ability to renew.

◆ **Benefits and Working Conditions**



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- 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
- Must be able to attend the orientation session and training sessions as required.
- This is a volunteer position requiring a time commitment of _____ hours per week/ _____ hours per month.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **Religious Education Assistant** currently practised at, _____ Parish.

Pastor’s Signature

PASTOR NAME

**Parish Volunteer Screening
Coordinator’s Signature**

COORDINATOR NAME

Date

Prepared by: Archdiocese of Toronto, Volunteer Screening Department