



**Ministry Position: Religious Education Catechist**

**Date Last Reviewed: July 2019**

**◆ Position Overview**

Under the direction of the Religious Education Coordinator, the Catechist shares in and helps carry out the initial and ongoing 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**

- Assist the Religious Education Coordinator by preparing lessons from the prescribed curriculum, to support initial and ongoing religious education for children not attending a Catholic school
- Demonstrate some skill in presenting at a variety of learning levels
- Become knowledgeable of the content of the curriculum
- Present to teach the children based on the prepared lessons
- Keep accurate records of students' progress and attendance
- Available to communicate with parents and/or family members of children attending the Religious Education program in the parish
- Liaise with the Ministry Coordinator on an ongoing basis
- Available for meetings and training
- Supportive in all service and liturgical activities involving students
- Share the faith accurately and seeks support, when necessary
- Supervise any volunteer assistants that may be present
- Ensure that at least two adult volunteers are present at all times during Religious Education 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.**

<b>Other specifics:</b>
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### ◆ **Skills, Experience and Qualifications**

- 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
- 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.
- Comfortable with being accountable and is sensitive to the observance of proper boundaries
- Honest, dependable and can maintain strict confidentiality
- 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**



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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 Catechists, 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

- 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
- 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 Catechist** currently practised at, \_\_\_\_\_ Parish.

**Pastor’s Signature**

PASTOR NAME

**Parish Volunteer Screening Coordinator’s Signature**

COORDINATOR NAME

**Date**



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**Prepared by: Archdiocese of Toronto, Volunteer Screening Department**