

# • CATECHETICAL MINISTRY •

## **CATECHIST JOB DESCRIPTION:** *Preschool, Elementary, Jr. High, High School/Confirmation*

### 1. **Catechist Tasks to Be Performed:**

- a. Prepare lesson plans/conduct class
- b. Teach Catholic doctrine with selected program materials
- c. Obtain teaching materials, videos and mail from the Religious Education Office
- d. Engage the students to actively participate
- e. Keep parents informed
- f. A full commitment to teach on scheduled day and be punctual
- g. Maintain classroom discipline
- h. Team player - communication with Religious Education staff and parents
- i. A willingness to teach out of your home
- j. Take attendance/roll. Contact parent when student is absent

### 2. **Abilities that are needed:** (Skills, attitudes, observations)

- a. Love for children
- b. Maintain discipline
- c. Willingness to share your faith and teach Catholic doctrine
- d. Instill Christian atmosphere in a class environment
- e. Weekly participation in Sunday Liturgy
- f. Ability to design and conduct prayer experience
- g. Recognize each child as an individual with individual needs
- h. Understanding of adolescent growth and development
- i. Accept responsibilities as a mandated reporter.

### 3. **Involvement:** (Other commitments, additional responsibilities & meetings)

- a. **Attend mandatory orientation meetings Friday, Sep 17 @ 7pm or Saturday, Sep 18 @ 9am**
- b. Teacher training classes available
- c. Diocesan mandatory Requirements include (1) Complete Safe Environment Workshop & Code of Pastoral Workshop or Online Training (2) California Child Abuse and Neglect Reporting Workshop/Online Training (3) All Catechists ages 14+ must be fingerprinted prior to teaching.
- c. Attend Commissioning ceremony/ **Catechetical Sunday, Sept 19 at the 11:00 a.m. Mass**

### 4. **Length of Commitment:**

- a. Service from October 2010 through May 2011
- b. Classes once a week for 1 hour, fifteen minutes / high school 1 hour and a half
- c. Confirmation Preparation – one hour, thirty minutes sessions

### 5. **Supervision/Support**

- a. **Lori Muniz**, Director of Catechetical Ministry (DCM); **Jeanie Kiefer**, Coordinator Grades 1-8; **Concha Ebbitt** Bilingual Coordinator; **Edric Alcantara**, Coordinator Confirmation; **Dennis Pangindian**, Retreat Coordinator; **Amanda Graf**, Preschool Coordinator; *Fr. Pat O'Hagan, Pastor & Fr. Mike Gilsenan, Deacon Pat Martinez*, Spiritual Advisors; Grade Level Chairpersons.

### 6. **Continuing Training Recommended**

- a. Diocesan level – Ministry Formation Institute - Basic Level Training  
Opening Session- *Called to be Church* / 4 Mini courses (12 hours each): *Called to be Disciples* ♦ *Experience of God* ♦ *Jesus* ♦ *Church* ♦ *Closing Session: Called to be Church*  
Specialization Workshop - choose from Preschool, Elementary, Junior High/Youth Ministry, or RCIA

### 7. **Benefits of the Position of the Catechist**

- a. Opportunity to share your faith with youth; to guide youth in their growth as a Catholic Christian; receive the support of other adult Catholics; to further grow on your own faith journey.