SAMPLE CATECHIST JOB DESCRIPTION
(Tailor it to suit your needs.)

JOB TITLE: Catechist for the Elementary Religious Education (ERE) Program

JOB DESCRIPTION:
* Sharing in the mission work of the church by walking in faith and sharing the faith
* Teaching the Good News with the elementary school age children and building community with their families

RESPONSIBLE TO:
* Religious Education Director/Coordinator (DRE/CRE)
* Coordinators of the ERE Program

DUTIES:
* Be prepared and prompt (6:50) for weekly classes and/or programs
* Maintain presence before & after classes to support, assist, communicate with other catechists and parents
* Cooperate with the rest of the ERE Team in facilitating special events
* Establish communication with the family of the student with opening postcard and occasional letters, particularly if there is a continual absence
* Prepare class for one holiday presentation
* Seek to grow and learn with continuing education programs
* Communication home with progress report every 15 weeks (twice a year)

TIME REQUIRED:
* Preparation time: 1 - 2 hours
* Class time: 1 ½ hours (10 minutes before, 1 hour with the class and possibly 15 minutes after dismissal)
* Additional seasonal/sacramental preparation (Advent, Christmas, Easter, end of year)
* Meeting time: 1 ½ hours per month for catechist meeting
* Personal formation, continuing education classes: at own discretion

LENGTH OF COMMITMENT: at least one year, preferable two

IN-SERVICE TRAINING PROVIDED:
* Meetings with the coordinators for guidance, direction and support
* Classes offered by the Archdiocesan Office of Evangelization and Catechesis, Leaven, Sowers, Nourishing, Athenaeum and the Religious Education Congress
* Advisement and consultation in the certification process
* Mandatory attendance at Archdiocesan Child Protection Workshop

QUALIFICATIONS AND SPECIAL SKILLS:
* Love of the Lord and love of children
* Willingness to share faith and nurture the children's faith
* Be in communion with the Catholic Church
* Teaching experience is helpful, but not mandatory
* Willingness to work on a team and collaborate for the good of the community

BENEFITS OF INVOLVEMENT:
* Gain a sense of fulfillment in serving the community
* A sense of accomplishment
* Growing and learning and becoming personally enriched
* A sense of true joy in serving the Lord and helping others know God (bringing about the reign of God)
* Become more familiar with the community through increased involvement
* Enjoy being recognized on Catechetical Sunday

FOR MORE INFORMATION: Contact Office of Evangelization and Catechesis