



## Faith Formation Commission

# Catechist Aide Position Description

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### **Ministries:**

- Elementary Faith Formation
- Youth Ministry (Junior Youth Ministry & Total Youth Ministry)

### **Reports To:**

Catechist

### **Ministry Purpose / Objective:**

To provide faith formation for the people of Immaculate Conception parish in accordance with the *General Catechetical Directory, National Catechetical Directory, The 1983 Code of Canon Law*, diocesan and parish guidelines through the use of approved texts.

### **General Responsibilities of All Ministry Members:**

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with any Ministry and Diocesan guidelines as well as General Parish Procedures.
- Presents ministry in a positive light at all times.

### **Responsibilities of Catechist Aide:**

- Arrives at least fifteen minutes before class begins.
- Communicates with the Director of Faith Formation and/or Youth Minister departmental concerns, as well as the challenges/successes and direction of the program.
- Reads the lesson in advance to better aid the catechist.
- Completes attendance forms within first few minutes of class.
- Maintains appropriate learning environment through following of disciplinary guidelines for unruly students.
- Procures needed supplies from supply room.
- Acts as behavior model for the students.
- Helps students with projects only as much as they need it.
- Assists with AV materials.
- Ensures that room is left in order after catechetical sessions and returns all unused supplies to original location.
- Contacts Catechist or Director of Faith Formation and/or Youth Minister if unable to be present at class and cannot find a substitute.
- Attends parish, deanery, and/or diocesan Faith Formation sessions as needed and as available.
- Formation sessions are normally held on Sunday afternoon. Classroom sessions meet as follows:
  - Elementary- Alternate Sundays from 12:00-2:00 PM during the school year.

- Youth Ministry - Alternate Sundays from 12:00-2:00 PM during the school year.

**Special Activities:**

- Attends ongoing faith formation opportunities and/or Faith Formation sessions as available and yearly meeting for Catechists.

**Meetings:**

- Training and orientation for new ministers.
- Annual Catechist Orientation Meeting usually in August
- Catechist meetings as scheduled

**Time Commitment and Frequency:**

Time to be allotted to the Following Tasks:

- Session Time
- Parental Meetings
- Catechist Meetings

Average Time (may vary):

2 hours/session  
1 ½ hours/year  
1 ½ hours/meeting

**Expected Length of Commitment:**

At least one school year; September - May.

**Qualifications Required:**

- Must complete and return the Diocese of Raleigh Application for Volunteers, submit to a criminal background check, and attend Safe Environment Training.
- Practices the Catholic faith through regular attendance at liturgy and is actively involved in parish life at Immaculate Conception Church.
- Knows and supports the “four pillars” of catechesis: Creed, Sacraments, Christian Life and Prayer.
- Studies scripture and the Church’s doctrinal and moral teaching.
- Demonstrates a concern for ongoing personal growth and is willing to attend formation sessions.
- Relates well to the staff, the parish community, and to the age level being instructed.