



Faith Formation Commission

Catechist Aide Position Description

Ministries:

- Primary Faith Formation
- Elementary Faith Formation
- Youth Ministry (**J**unior Youth Ministry & **T**otal Youth Ministry)
- **R**ite of Christian Initiation for Adults and Children
- Confirmation Preparation

Reports To:

Session Facilitator

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 Catechists:

- Arrives at least fifteen minutes before class begins.
- Communicates with the Session Facilitator 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 Session Coordinator 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 morning and afternoon. Classroom sessions meet as follows:
 - Primary-Sunday from 8:30-9:30 AM during the school year.
 - 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.
 - Confirmation Preparation - Alternate Sundays from 12:00-2:00 PM during the school year in conjunction with Youth Ministry.
 - RCIA-Sunday from 9:30-11:00 PM year around.

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.