



Faith Formation Commission Catechist Position Description

Ministries:

- Primary Faith Formation
- Elementary Faith Formation
- Youth Ministry (**Junior Youth Ministry & Total Youth Ministry**)
- **Rite of Christian Initiation for Adults and Children**
- Confirmation Preparation

Reports To:

Director of Faith Formation, Youth Minister, and/or 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, Direction of Faith Formation, and/or the Youth Minister departmental concerns, as well as the challenges/successes and direction of the program.
- Strives to achieve the general goals and objectives for the catechetical year while planning and providing quality formation under the direction of the Director of Faith Formation and/or the Youth Minister.
- Makes available any lesson plans prepared for weekly sessions.
- Requests supplies at least two weeks in advance using the Supply Requests form.
- Utilizes various creative ways of presenting the required, preapproved resources through audio-visuals, games, crafts, discussions, etc.
- Completes attendance forms within first few minutes of class.
- Maintains appropriate learning environment through following of disciplinary guidelines for unruly students.
- Ensures that room is left in order after catechetical sessions and returns all unused supplies to original location.

- Contacts Session Facilitator if unable to teach and cannot find a substitute. If unable to reach the Session Facilitator, the Catechist should contact the Director of Faith Formation and/or Youth Minister.
- Maintains direct communication with Session Facilitator.
- Encourages parental involvement during the faith formation sessions.
- Provides Director of Faith Formation and/or the Youth Minister monthly updates on materials covered in the faith formation sessions.
- 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:

	Average Time (may vary):
• Lesson Planning	1½ hours/session
• Session Time	2 hours/session
• Parental Meetings	1 ½ hours/year
• Catechist Meetings	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.