

PARISH CATECHETICAL ROLES AND RESPONSIBILITIES

PASTOR

The pastor, as the closest collaborator to the Bishop, is the primary catechist in the parish. He has the responsibility of ensuring that the catechetical needs, goals, and priorities of the parish are identified, articulated and met according to the norms established by the Bishop. (NDC 54)

PARISH CATECHETICAL LEADER (DRE, CRE)

“The single most critical factor in an effective parish catechetical program is the leadership of a professionally trained parish catechetical leader.” (NDC p220) The role of the DRE/CRE includes the following responsibilities as assigned by the pastor:

- Overall direction of the parish catechetical programs for adults, youth, and children based on the needs and preferences of the parish
- Planning and implementation of the parish catechetical program based on sacramental guidelines provided by the Diocese of Austin
- Periodic program evaluation to include curriculum, student outcomes, catechist needs, parental involvement, community support
- Recruitment, formation, ongoing development, and evaluation of catechists
- Implementation of diocesan and parish catechetical policies and guidelines, including the areas of catechist certification and supervision, ethics and integrity in ministry, and emergency preparedness
- Collaboration with the pastor, the parish staff, other parish ministers, and appropriate committees, boards, and councils
- Communication of catechetical information to the parish community, and pertinent diocesan and parish information to the catechetical staff
- Liturgical planning
- Facilitation of the development of community among catechists, learners, and families
- Preparation and administration of the yearly operating budget for the catechetical ministry.
- Review and selection of catechetical materials in accordance with the Diocesan Approved Textbook List and under the guidance of the pastor.
- Participation in ongoing formation as outlined by Diocesan guidelines
- Attention to the Code of Ethics for Professional Catholic Ministers which includes:
 - Leading a moral life in faithfulness to the Church
 - Servant leadership
 - Promoting the dignity and equality of all persons
 - Employing justice and charity in actions and decisions
 - Respecting confidentiality in all relationships



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CATECHISTS

“The Lord Jesus invites men and women, in a special way, to follow him, teacher and formator of disciples. From this personal call and the loving knowledge of Christ springs the desire to proclaim him, to evangelize and to lead others to the “Yes” of faith in him.” (GDC 231 At the heart of every catechetical program are the catechists who have answered the call. In sharing time, talent, and faith, the catechist accepts the invitation of Jesus to follow him as a teacher of the faith and a witness to the truth of the faith. Catechists:

- Support the vision and mission of the parish catechetical program and the direction of the catechetical leader
- Develop effective tools and techniques for catechesis by preparing lessons and organizing age-appropriate materials and class activities
- Participate in the Sacramental life of the Church
- Strive to build community within the parish and the catechetical ministry
- Continue their own personal and educational development through attendance at courses and workshops; a minimum of Level 1 Diocesan Catechist Certification is expected within the first three years of ministry
- Exhibit a love of God, the Church, the Pope, the Blessed Mother and God’s people
- Show authenticity of life by faithfully practicing the teachings of the Church and teaching only that which is Church teaching
- Are dedicated to personal prayer and spiritual development to nourish their personal relationship with the Lord and the evangelizing mission of the Church
- Proclaim the faith with joyous zeal
- Provide a positive classroom atmosphere and communicate effectively with their learners and their parents
- Evaluate regularly their own teaching techniques, being sensitive to cultural differences and special needs of students;
- Collaborate with and affirm parents as the primary educators of their children’s faith formation.



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CATECHETICAL AIDE/ASSISTANT

It is recommended that service in the ministry of catechesis begins in the role of Catechetical Assistant. As a person of faith who responds to the call of the Gospel to enhance the catechetical ministry through sharing time, talent and faith, the Catechetical Assistant:

- Serves as a support to the catechists and the catechetical leader in classroom management, communication with parents, organizing tasks, assisting students
- Provides witness to a love for God and others
- Complies with the requirements of Ethics and Integrity
- Is committed to personal, spiritual, and educational development in accordance with future goals; attends department meetings
- Works to foster community within the parish and the catechetical ministry

