

CATECHIST MINISTRY RESPONSIBILITIES- PARISH FAITH FORMATION

OUR LADY OF MOUNT CARMEL CATHOLIC CHURCH

MINISTRY TITLE: Catechist-evangelizer

REPORTS TO: Director of Children's Faith Formation

MINISTRY PURPOSE: To "show who Jesus Christ is, his life and his ministry, and to present the Christian faith as the following of his person" and to "encourage a living, explicit and fruitful profession of faith..." (*General Directory for Catechesis*, nos. 41, 66).

KEY REQUIREMENTS AND RESPONSIBILITIES:

1. Be a baptized, practicing and active member in good standing of the Roman Catholic Church.
2. Participate in Sunday liturgy (or the Saturday anticipatory liturgy) every week and on Holy Days of Obligation, barring illness or other serious reasons. Participate in the sacrament of Reconciliation regularly and when needed.
3. Teach the doctrines of the Catholic Faith with fidelity and integrity. Always teach in accordance with Catholic doctrine. Live the moral teachings of the Church in one's personal life.
4. Prepare lesson plans in accordance with the appropriate syllabus for the class.
5. Be punctual; arrange for substitutes when necessary; communicate problems and concerns to the Director in a timely manner.
6. Work with co-catechists (if applicable) and classroom aides in a healthy, respectful manner.
7. Maintain records (attendance, etc.) and submit required paperwork in a timely manner.
8. Communicate lessons and homework assignments (if applicable) to parents in a timely manner.
9. Be attentive to students' needs and be cognizant of problems or issues that may arise, and report concerns as necessary to the director. Report signs of abuse or neglect as per Indiana law and diocesan policies.
10. Observe all Protocol (safe environment) directives.
11. Maintain classrooms; follow Faith Formation rules concerning classrooms (ex.: no food in classrooms, do not use classroom teacher supplies, do not allow students to get into school desks, etc.).
12. Attend Faith Formation catechist meetings, and pursue ongoing personal faith formation and training.