

CATECHIST JOB DESCRIPTION

Qualities

1. Practices the Catholic faith and is actively involved in parish life.
2. Has an understanding of and supports the teachings of the Catholic Church.
3. Shows a concern for ongoing personal spiritual growth.
4. Maintains a positive attitude when relating to others.
5. Relates well to the assigned age level.
6. Holds Archdiocesan catechist certification or is working toward it.

General Responsibilities

The catechist, under the leadership of the Parish Catechetical Leader will provide quality instruction to the students at the grade level assigned. Being aware of the call to proclaim the Good News, the catechist will enrich and guide the spiritual formation of the students by witnessing as a true disciple of Jesus Christ. All catechists will have current certification in Child and Adolescent Protection as required by the Archdiocese of Mobile and be familiar with the Catechetical Handbook.

Specific Responsibilities

A. Class Planning:

1. Cooperates with the PCL in implementing the goals and objectives of the parish program of religious education.
2. Follows the scope and sequence chart in the curriculum's catechists guide in planning the content to be taught. These objectives should be parallel to the guidelines established by the Archdiocese.
3. Uses appropriate resources that are pre-approved by the PCL or pastor.
4. Approves correspondence to parents with the PCL prior to sending.
5. Makes arrangements with parish PCL for using Archdiocesan materials.
6. Requests needed supplies from the PCL.
7. Prepares weekly lesson plans and assignments while being aware of students' family structure.

B. Classroom Management

1. Is punctual for each class.
2. Notifies the PCL when there is a need to be absent.

3. Takes attendance every week and notifies the PCL if a child has been absent for a significant number of days.
4. Arranges teaching area to be attractive, orderly, and conducive to learning.
5. Greets students as they enter the classroom.
6. Establishes routine procedures for carrying out instructional process.
7. Sets a few simple rules for discipline that follow the policies established in the Religious Education handbook.
8. Follows through and is consistent in rules of discipline.
9. Leaves teaching area in order.

C. Classroom Instruction

1. Begins and ends lessons on time.
2. Keeps the attention of all students.
3. Presents material clearly, with enthusiasm, and in an interesting manner.
4. Reviews previous lesson.
5. Relates new material to previous learning.
6. Uses a variety of methods to present material.
7. Summarizes lessons at the end of class.
8. Prays with class regularly, using prayer table and/or religious symbols as appropriate with the Liturgical year.

D. Relationships:

1. Cooperates with the parish PCL.
2. Attends teacher meetings and other in-service events for catechists at the parish level.
3. Attends Archdiocesan catechist certification program, when offered to include Child and Adolescent Protection Policy recertification.
4. Informs parents of child's progress.
5. Keeps parents informed of discipline, special learning difficulties, or special needs observed about their child.
6. Is sensitive to various family structures.
7. Works with other parish organizations sharing the same space.
8. Follows the directive of the pastor and/or PCL in planning liturgies and sacramental programs.

Lesson Planning

Sunday morning class time should be different than what children experience during the school week. Class activities should be developmentally appropriate with the following goals in mind: teaching Bible stories and Catholic traditions, developing community, and leading children toward prayer, worship and service.

Class time may include a variety of activities (e.g., service projects, guest speakers, or working with another class on a project.) Permission for these activities must be obtained from the PCL two week prior to the activity. Field trips require parent permission and strict adherence to Archdiocesan policies. Trips are a part of youth ministry for grades 7-12 rather than children in grades 1-6.

Discipline

Establish complete classroom rules so that students understand your expectations early in the year. After rules have been established, use as much positive reinforcement as possible to encourage good behavior. If you consistently have a child who is disruptive, then give them a verbal reprimand or warning. After that, he/she may be required to leave the classroom either to isolate the behavior from the rest of the class or to see the PCL for further action. Corporal punishment is not allowed. When the instructor/PCL is talking to the child separate from the rest of the class, he/she will do so either in a public place (such as a hallway) or in a room only if the door to the room is open. For serious or chronic misbehavior, a student may not be allowed back into the class prior to a meeting of the student, his/her parents, and the PCL.