

**CATECHIST JOB DESCRIPTION**  
**PRESCHOOL – SIXTH GRADE**  
**(Revised 4/2007)**

**TASKS TO BE PREFORMED**

1. To become personally acquainted with the children in your group.
2. To plan, present and evaluate lessons based on the materials and schedule provided by the Director of Children's Ministry (DCM) Supplemental materials may be used with approval.
3. To provide an atmosphere which is conducive to the learning needs and styles of children, while also in compliance with the safety policies of St. Dominic Children's Ministry.
4. To assist and encourage the children in the development of a communal and personal prayer life.
5. To provide children with opportunities to be of service to others and the skills and knowledge to reflect upon those opportunities in light of their baptismal call.
6. To communicate with parents on an ongoing written basis, as well as orally.
7. To communicate concerns, questions and suggestions to the DCM.

**ABILITIES/ATTRIBUTES NEEDED**

1. Ability to communicate with children, parents and peers.
2. Ability to take direction from DCM.
3. An understanding of children, their learning styles and faith development.
4. An understanding and openness to post Vatican II theology.
5. Ability to model Christian values to others.
6. An active participation in the life of the church.

**ADDITIONAL RESPONSIBILITIES**

1. Attend "Staffings" as scheduled.
2. Attend in-services as time and need permits. Participate in the Archdiocesan certification process.
3. Participate in all aspects of the program.
4. Arrange for substitute catechists, as needed.

**LENGTH OF COMMITMENT**

One year, renewable by mutual agreement of catechist and DCM.

**SUPERVISION/SUPPORT**

1. Catechists are directly responsible to the DCM. The DCM is directly responsible to the pastor.
2. The DCM will provide Onsite supervision. On rare occasion, a substitute may be designated.

**TRAINING**

1. An orientation and beginners training is offered in August.
2. Staffings are offered on an occasional basis. These are scheduled for ½ hour following classes.
3. In-services are offered throughout the year.
4. Catechists are encouraged to attend adult education offerings within the parish, "quad", district and archdiocese.

**BENEFITS**

1. ½ tuition reduction for children of catechists.
2. A \$100 - \$300 stipend, based on clock hours completed
3. A \$25 reimbursement for workshops attended outside of St. Dominic.

**ADDITIONAL INFORMATION**

1. All new catechists must complete an initial interview with the DCM. As part of the interview, the catechist will complete a written application and will supply two references. The catechist will also consent to a state and federal background check.
2. Upon acceptance as a volunteer in Children's Ministry, all volunteers must participate in a VIRTUS Sexual Abuse Awareness session within three months.