

## LEAD CATECHIST JOB DESCRIPTION

### MINISTRY TITLE:

\*Lead Catechist for the Elementary Faith Formation Program (LC\_FF)

### JOB DESCRIPTION:

\*Sharing in the mission work of the church by walking in faith and sharing the faith

\*Teaching the Good News with the elementary school age children and building community with their families

### RESPONSIBLE TO:

\*Director of Children's Ministries (DCM)

### DUTIES:

\*Be prepared and prompt for weekly classes

\*Maintain presence before & after classes to support, assist, and communicate with other catechists and parents.

\*Cooperate with the rest of the FF Team in facilitating special events (Awards Day)

\*Establish communication with the family of the student with an email or talk in person before/after class, particularly if there is a continual absence

\*Seek to grow and learn with continuing education programs

### TIME REQUIRED:

\*Preparation time: 1 - 2 hours

\*Class time: 1 ½ hours (10 minutes before, 1 hour with the class and possibly 15 minutes after dismissal)

\*Additional seasonal preparation (Advent, Christmas, Easter, end of year)

\*Meeting time: 1 ½ hours three times during the school year for group catechist meeting/enrichment

\*Personal formation, continuing education classes: at own discretion

**LENGTH OF COMMITMENT:** at least one year, preferable two or more

### IN-SERVICE TRAINING PROVIDED:

\*Meetings with the Director/Coordinator/ Senior Catechist for guidance, direction and support

\*Classes offered by the Archdiocesan Office of Evangelization and Catechesis

\*Advisement and consultation in the certification process

\*Mandatory background check and attendance at Archdiocesan Virtus – Protecting God's Children (a 3 hour workshop)

### QUALIFICATIONS AND SPECIAL SKILLS:

\*Love of the Lord and love of children

\*Willingness to share faith and nurture the children's faith

\*Be in communion with the Catholic Church

\*Teaching experience is helpful, but not mandatory

\*Willingness to work on a team and collaborate for the good of the community

### BENEFITS OF INVOLVEMENT:

\*Gain a sense of fulfillment in serving the community

\*A sense of accomplishment

\*Growing and learning and becoming personally enriched

\*A sense of true joy in serving the Lord and helping others know God (bringing about the reign of God)

\*Become more familiar with the community through increased involvement

\*Enjoy being recognized on Catechetical Sunday

**FOR MORE INFORMATION:** Contact Yeimy Lara DCM, at 281-376-6831 X 316 or email [yeimy.lara@cgscc.church](mailto:yeimy.lara@cgscc.church)

## ASSISTANT CATECHIST JOB DESCRIPTION

### MINISTRY TITLE:

\*Assistant Catechist for the Elementary Faith Formation Program (AC\_FF)

### JOB DESCRIPTION:

\*Sharing in the mission work of the church by walking in faith and sharing the faith

\*Assisting the lead catechist teach the Good News with the elementary school age children and build community with their families

**RESPONSIBLE TO:** \*Director of Children's Ministries (DCM)

### DUTIES:

\*Communicate with the catechist you are working with prior to the class session so you know what you will be responsible for during that class session.

\*Be prepared and prompt for weekly classes

\*Maintain presence before & after classes to support, assist, communicate with other catechists and parents

\*Cooperate with the rest of the FF Team in facilitating special events (Awards Day)

### TIME REQUIRED:

\*Preparation time: 1 - 2 hours

\* Class time: 1 ½ hours (10 minutes before, 1 hour with the class and possibly 15 minutes after dismissal)

\*Additional seasonal preparation (Advent, Christmas, Easter, end of year)

\*Meeting time: 1 ½ hours three times during the school year for group catechist meeting/enrichment

**LENGTH OF COMMITMENT:** at least one year, preferable two or more

### IN-SERVICE TRAINING PROVIDED:

\*Meetings with the Director/Coordinator/ Lead Catechist for guidance, direction and support

\*Mandatory background check and attendance at Archdiocesan Virtus – Protecting God's Children (a 3 hour workshop)

### QUALIFICATIONS AND SPECIAL SKILLS:

\*Love of the Lord and love of children

\*Willingness to share faith and nurture the children's faith

\*Be in communion with the Catholic Church

\*Teaching experience is helpful, but not mandatory

\*Catechist Certification is preferable, but not mandatory to start teaching

\*Willingness to work on a team and collaborate for the good of the community

### BENEFITS OF INVOLVEMENT:

\*Gain a sense of fulfillment in serving the community

\*A sense of accomplishment

\*Growing and learning and becoming personally enriched

\*A sense of true joy in serving the Lord and helping others know God (bringing about the reign of God)

\*Become more familiar with the community through increased involvement

\*Enjoy being recognized on Catechetical Sunday

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