St. John the Beloved Elementary Catechist Job Description

JOB TITLE: Catechist for the Elementary Faith Formation

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 Faith Formation

DUTIES:

\*Be prepared and prompt for weekly classes and/or programs

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

\*Cooperate with the rest of the Catechetical Team in facilitating special events

\*Establish communication with the family of the student with weekly emails and occasional letters, particularly if there is a continual absence

\*Prepare class for one holiday presentation

\*Seek to grow and learn with continuing education

TIME REQUIRED:

\*Preparation time: 1 - 2 hours

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

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

\*Meeting time: 1 ½ hours per semester for catechist meeting

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

LENGTH OF COMMITMENT: at least one year, preferable two

IN-SERVICE TRAINING AND MATERIALS PROVIDED:

\*Faith Formation provides you will a comprehensive catechist’s lesson guide

\*Meetings with the coordinators for guidance, direction and support

\*Catechistical Day offered by the Diocese of Charleston

\*Advisement and consultation in the certification process

\*Mandatory attendance at Archdiocesan Child Protection 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 Jan Antor at jantor@sjbsummerville.org or visit us on our website at http://sjbsummerville.org/faith-formation