

# **Assistant Catechist**

## **Job Description**



**Title:** Assistant Catechist for St. John Neumann's Religious Education (RE) Program

**Description:** Catechesis is handing on the Word of God. The assistant catechist shares in the mission of the Church by walking in faith and sharing the faith. The assistant catechist has been called ultimately by God to evangelize or share the Good News. Assistant catechists work with children (age 3 through 8<sup>th</sup> grade) and build community with their families.

**Responsible To:** Assistant catechists are directly responsible to the Director and Coordinator of Religious Education and ultimately to the pastor and the bishop of the Rockford Diocese.

### **Responsibilities of an Assistant Catechist:**

- Assists catechist in carrying out classroom activities, such as written work, group projects, learning prayers, and reminding students about good behavior. Also takes attendance, passes out materials, and any other tasks necessary for the class to run smoothly.
- Communicates with the catechist to determine any further roles, such as teaching certain parts of the lesson or substituting in the catechist's absence, using the catechetical materials provided
- Follows the prepared syllabus, classroom procedures, and Catechist Handbook.
- Arrives before the start of class time to greet arriving students.
- Teaches what the Church teaches.
- Supervises students' welfare and safety.
- Attends class each week; or if unable to, finds a substitute and informs the RE Office and other classroom catechists and aides.
- Shares and supports the vision and goals of the parish Religious Education program.
- Abides by Diocesan policies, including completing all required forms and training.
- Participates in orientation meetings and grade-level meetings.
- Participates in catechist certification programs.
- Exhibits a positive attitude with children, parents, staff, and the parish community.

### **Personal Qualities Needed:**

- Love of the Lord and love of children
- Willingness to share faith and nurture children's faith
- Openness to the Spirit, to people, to new ideas
- Respect for the dignity of every person



**Length of Commitment:** September to May

### **Benefits to the Assistant Catechist:**

- You will grow in faith, deepen your relationship with God, and learn Church teachings
- You will answer your baptismal call to share in Jesus' ministry
- Our parish children will hear the Good News and have a good role model
- The RE Office will give you support and affirmation
- You will be challenged, have fun, and make new friends, and you will be evangelizing
- You will be handing on 2,000 years of tradition that has changed people's lives.
- You will be fulfilling your job. Jesus said, "go and teach all nations" (Matthew 28:16-20)