

Job Description
St. Timothy Catholic Church
1730 W. Guadalupe Rd.
Mesa, AZ 85202

JOB TITLE: Catechesis of the Good Shepherd Catechist, School
SUPERVISOR: Director of Catechesis for children
HOURS: Full or Part Time

In service of the New Evangelization, the Certified Catechist will work with and under the direction of the Director of Children's Catechesis and in collaboration with the School Principal, to advance the Catholic Identity of St. Timothy Catholic School by providing K-Grade 5 students, as well as the staff and families of the school, with Catechesis of the Good Shepherd formation.

RESPONSIBILITIES

- Minister to school students in Atrium sessions in the spirit of CGS during the school calendar year
- Prepare Atrium for each level and liturgical season
- Stay current with all material changes and presentation content from CGSUSA, obtain/prepare materials and supplies as needed
- Collaborate with Director and CGS Staff regarding all aspects of K-5 grade curriculum, as well as Reconciliation and Confirmation/First Communion preparation and retreats
- Assist with retreats and ceremonies associated with Sacraments of Reconciliation and Confirmation/First Communion
- Maintain a prayerful relationship with all staff (school/parish) and families in accordance with School Mission Statement
- Assist with Catholic Identity activities at the school as assigned by the school principal
- Maintain Diocesan certification requirement for Catechist

SPECIFIC JOB DUTIES

- Work collaboratively with CGS staff, school principal/staff and families in accordance with School Mission Statement, school calendar, and special events
- Attend CGS Department meetings
- Prepare, present and record presentations for each Atrium session per Grade Level (12 total)
- Work in accordance with the 32 points of Catechesis of the Good Shepherd
- Arrange materials/furnishings per Atrium Level (3 changes each week)
- Make, repair and restore materials in atria as needed
- Target students in need of baptism and communicate with families and CGS staff
- Assist with Sacrament retreats and celebrations as a CGS team member
- Collect necessary paper work from school families as requested by CGS staff
- Communicate with CGS Director and staff when appropriate and/or necessary
- Provide Atrium effort assessments to grade level teachers at end of each trimester
- Coordinate with teachers, parents and parish liturgical staff in order to facilitate bi-monthly school ministered Mass per Grade Level including readings, prayers, music, PAZ, and practice
- Provide Altar servers for all school attended Masses
- Coordinate with Parish Liturgy Team regarding Solemnities, Feast Days, Promotion Masses
- Assist with Catholic School accreditation process
- Provide Catholic Identity page for monthly School Newsletter
- Assist with Friday morning assemblies and School campus events that promote our Catholic faith and identity (Living Rosary, Stations, Advent/Jesse Tree, May Crowning, etc.)
- Order and inscribe Bibles for new students and first grade students
- Provide for students seeking service hours within the Atrium
- Provide a spiritual calendar for Mass, mass prep, confessions on campus, and holy days for school staff
- Provide prayerful and private space for Confessions on campus twice a year for up to six priests

SKILLS AND QUALIFICATIONS NEEDED

- Active member of a Roman Catholic Parish and in good standing with the Church
- Must be willing and able to support the mission of the Church, the Pastor, the School and the Diocese of Phoenix
- Certified in Level 1, 2 & 3 for Catechesis of the Good Shepherd and a min 5 years' experience in the Atrium as a catechist
- Possess strong knowledge of Catholic teaching and practice
- Must be a self-starter who is able to take the initiative in fulfilling tasks; is organized; has the ability to work independently as well as in a team; make sound judgments and communicate effectively.

PERFORMANCE

- Job performance will be assessed by the Director of Catechesis for children

Please send letter of interest and resume to Debbi Mesa, parish manager, dmesa@sttimothymesa.org.