

CATECHESIS OF THE GOOD SHEPHERD JOB DESCRIPTION

JOB TITLE: Catechist
SUPERVISOR: CGS Director
HOURS: Full or Part Time (includes nights and weekends)

In an effort to support the New Evangelization, the Catechist will work with and under the direction of the Director of Children's Catechesis as a visionary with a contagious spirit who advances the needs of children and their families through programs and opportunities centered on Christ and the teachings of the Church.

RESPONSIBILITIES

- Minister to children and lead sessions, as needed.
- Organize/coordinate the proper care of atrium materials including cleaning and repairing.
- Care for all work areas throughout the CGS center.
- Care for atria environments throughout liturgical seasons.
- Train and mentor aides and catechists.
- Recruit volunteers for delegated material projects and for the atrium.
- Collaborate with Director and Staff in organizing First Reconciliation & Confirmation-1st Eucharist supplies and materials for retreats.
- Assist with Vacation Bible School, as needed.
- Assist with planning and execution of children's mission.
- Assist with ceremonies associated with Sacraments as needed.

SPECIFIC JOB DUTIES

- Communicate effectively with Director, staff and parents when appropriate and/or necessary.
- Prepare and lead presentations for every session.
- Practice effective class room management during every session.
- Assist with session assignments at registration.
- Responsible for making, repairing and restoring materials in atria as needed.
- Recruit catechists and assistants for training.
- Provide aide training in the CGS method.
- Assist with planning and leading catechist retreats.
- Ensure that all atria are complete.
- Mentor catechists on proper care of materials and presentations.
- Inventory retreat supplies on hand and purchase as needed; such as candles, bibles, plants, cloth, pens and any necessary supplies for First Reconciliation retreats and Rite of Reconciliation Celebration.
- Track spending for all sacrament materials.
- Organize the children into groups for the Reconciliation retreats and for the Confirmation & Eucharist Retreat.
- Assist with set up at ceremonies for Sacraments and retreats.
- Assist with collecting necessary paper work from parents.
- Track parent attendance at required meditations and workshops.
- Work with volunteers in cutting white garment material and preparing Bibles, with a book mark.
- Assist the trainers in providing a complete atrium for formation courses.
- Supervise hospitality for training courses as needed.
- Arrange for and responsible for obtaining cloth and supplies for changing prayer table cloths and swags according to the liturgical seasons of the Church.
- Arrange for and responsible for obtaining statues, candles and supplies for Advent, Christmas, Lent, Easter and Pentecost celebrations in the atrium.
- Any tasks deemed necessary by Director of Children's Catechesis, Pastor and/or his delegate.

SKILLS AND QUALIFICATIONS NEEDED

- Must be a self-starter who is able to take the initiative in fulfilling tasks.
- Able to make sound judgments.
- 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, and the Diocese of Phoenix.
- Possess strong knowledge of Catholic teaching and practice.
- Ability to work independently as well as in a team.
- Ability to discern and recommend potential new catechists and volunteers
- Maintain a positive working atmosphere that utilizes and supports volunteers.
- Certified in Level One and Two for part-time, Level One, Two and Three for full-time in the Catechesis of the Good Shepherd.
- Communicates effectively.
- Must be organized and able to collaborate with CGS Center staff.
- Minimum 5 years of experience in the atrium as a catechist.
- Keeps abreast of material changes and presentation content from CGSUSA.

PERFORMANCE

- Job performance will be assessed semi-annually and annually with the Director of Children's Formation.