

Parishes of Camberwell, Balwyn Deepdene and Surrey Hills Wattle Park
Ministry Role Description

PARISH CATECHIST

Purpose:

The role of Parish Catechist shares in the mission of the Church to teach and guide young people in their journey of faith.

Responsible to:

Parish Priest and Parish Sacramental Coordinator

Role Description:

The Catechist is called to share in the faith formation ministry of the Church in the preparation of school-aged children for the Sacraments of Reconciliation, Eucharist and Confirmation.

Duties:

The Parish Catechist will:

- Be available for at least one of the Sacraments programs for children who are not at the parish primary schools for four to six weeks.
- Prepare classes using lesson plans and program resources provided by the parish that will be used to conduct weekly classes for students preparing for the Sacrament.
- Keep a weekly student attendance roll and a register of provided enrolment details, including parent contacts.
- Present material clearly, with enthusiasm, and in an interesting manner.
- Evaluate regularly your own teaching techniques, being sensitive to the individual needs of students.
- Arrive in a timely manner prior to the commencement of the classes, allowing enough time for preparation and set up of the classroom.
- At the conclusion of class, pack up resources and leave the classroom as you found it.
- Be available for whole day reflection activities if required.
- Communicate with parents by email about class activities and follow up family reflection or any class needs.

Duties may vary from parish to parish.

Conditions:

- This is a volunteer role.
- The anticipated commitment is to be available for at least one Sacrament program a year, approximately six weeks during the school term.
- Available for meetings with the Sacramental Coordinator and Catechist team for planning, formation and support.
- Catechists are required to:
 - hold a current Victorian Working with Children Check or Victorian Institute of Teaching (VIT) registration with the parish registered as a volunteer organisation. This check remains current for five years;

- apply for a Police Record Check or provide a recent Police Record Check (cost will be covered by the Parish).
- read and sign the Safeguarding Code of Conduct. Once signed, it will remain current for three years;
- Complete the Safeguarding Essentials online training module. Once completed, it will remain current for three years.

Training required:

- Catechists must complete a safeguarding training module as required.
- Initial induction training prior to commencing in the role and other training/formation as required, including the program.

Qualifications and experience:

- Experience working in primary teaching or religious education is helpful but not essential.
- A good understanding of Catholic teaching, Scripture and Catholic tradition and a willingness to undertake formation in these areas.
- A commitment to the essential teachings of the Catholic Church, and the ethos of the parish.
- A commitment to the Church's liturgical and sacramental life.
- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.

Skills and attributes:

- Respects the cultural, gender and age diversity of the parish.
- Committed to the safety of children, young people and vulnerable people.
- Committed to continued formation and education in line with contemporary understandings of religious education and faith formation.
- Willingness to participate in learning opportunities, such as induction, training and development.
- Willingness to liaise and work collaboratively with the Sacrament Team, including the Parish Priest, Assistant Priest, Sacramental Coordinator and Catechists.
- Respect confidentiality and privacy.
- Able to communicate effectively and respectfully with others.

Benefits to this position:

Those who commit to this ministry have the special privilege of guiding young people in the journey of faith.