

CATECHIST POLICY ARCHDIOCESE of VANCOUVER

Qualifications of Catechists

Catholics who practice their faith and lead a life that is in harmony with Catholic teaching qualify to be considered as catechists. Catechists must also have an adequate understanding of the Church, its teaching and the competence to impart the faith. Although there may be exceptions, catechists should have been members of the Church for several years so that they can share the lived experience of the faith community.

Recruiting of Catechists

It is the responsibility of the pastor to recruit, select and mandate catechists. The coordinators may help or assist the pastor in this process.

Mandate and Job Description of a Catechist for Parish Religious Education Program (PREP)

Catechists are ultimately accountable to the pastor, but are immediately responsible to the local parish coordinator who is the principal collaborator with the pastor in the area of catechesis.

Job Description

Under the direction of the pastor and the local parish coordinator, parish catechists will:

- 1) faithfully transmit the teachings of the Church to the students entrusted to them.
- 2) take the time to pray and to develop one's spiritual life.
- 3) be conscientious in preparing and presenting their lessons.
- 4) be open to accept help and suggestions from the parish coordinator in the preparation and implementation of their lessons.
- 5) strive to develop their own skills by attending local and diocesan workshops, courses, formation programs, and retreats.
- 6) at all times exhibit conduct and a way of life that are consistent with Catholic standards constantly aware that what they do and how they live speaks louder than words.

DETAILED JOB DESCRIPTION of PREP CATECHIST

Responsibilities:

- Under the direction of the pastor and the PREP Coordinator the catechists will faithfully transmit the teachings of the Church to the students entrusted to them.
- Be in class 20 minutes before start of session.
- Set up materials and environment.
- Greet students warmly as they arrive.
- Prepare the session giving careful attention to the lesson to be taught.
- Be ready to be present to every child in their faith formation journey.
- Attend local and diocesan workshops, courses, retreats and other formation opportunities.

Qualifications:

Be a practicing Catholic and through your conduct, prayer, and Christian way of life be a good role model for the children. Be willing to share your gifts and participate in ongoing formation.

Duties:

- Plan the catechetical environment carefully to provide a positive learning environment initially and then as each session dictates.
- Begin planning for the next session early in the week after carefully evaluating the last session.
- Plan for meaningful prayer experiences.
- Greet and welcome the children individually.
- When working with an assistant, phone them and elaborate on the planning and/or have written instructions and materials ready for them when they come.
- Present the lesson giving careful thought to the developmental level of the children you are addressing.
- Restore your teaching space to original set-up and close windows and doors.
- Inform Coordinator of special events and/ or happenings in your classroom so that they can try to attend and/or support your new initiatives.
- Evaluate after each session so you can plan well for the next week.

Time Commitment: Late August to June - 3 - 4 hours weekly