

SAMPLE CATECHIST JOB DESCRIPTION  
(Tailor it to suit your needs.)

**JOB TITLE:** Catechist for the Elementary Religious Education (ERE) Program

**JOB DESCRIPTION:**

- \*Sharing in the mission work of the church by walking in faith and sharing the faith
- \*Teaching the Good News with the elementary school age children and building community with their families

**RESPONSIBLE TO:**

- \*Religious Education Director/Coordinator (DRE/CRE)
- \*Coordinators of the ERE Program

**DUTIES:**

- \*Be prepared and prompt (6:50) for weekly classes and/or programs
- \*Maintain presence before & after classes to support, assist, communicate with other catechists and parents
- \*Cooperate with the rest of the ERE Team in facilitating special events
- \*Establish communication with the family of the student with opening postcard and occasional letters, particularly if there is a continual absence
- \*Prepare class for one holiday presentation
- \*Seek to grow and learn with continuing education programs
- \*Communication home with progress report every 15 weeks (twice a year)

**TIME REQUIRED:**

- \*Preparation time: 1 - 2 hours
- \*Class time: 1 ½ hours (10 minutes before, 1 hour with the class and possibly 15 minutes after dismissal)
- \*Additional seasonal/sacramental preparation (Advent, Christmas, Easter, end of year)
- \*Meeting time: 1 ½ hours per month for catechist meeting
- \*Personal formation, continuing education classes: at own discretion

**LENGTH OF COMMITMENT:** at least one year, preferable two

**IN-SERVICE TRAINING PROVIDED:**

- \*Meetings with the coordinators for guidance, direction and support
- \*Classes offered by the Archdiocesan Office of Evangelization and Catechesis, Leaven, Sowers, Nourishing, Athenaeum and the Religious Education Congress
- \*Advisement and consultation in the certification process
- \*Mandatory attendance at Archdiocesan Child Protection Workshop

**QUALIFICATIONS AND SPECIAL SKILLS:**

- \*Love of the Lord and love of children
- \*Willingness to share faith and nurture the children's faith
- \*Be in communion with the Catholic Church
- \*Teaching experience is helpful, but not mandatory
- \*Willingness to work on a team and collaborate for the good of the community

**BENEFITS OF INVOLVEMENT:**

- \*Gain a sense of fulfillment in serving the community
- \*A sense of accomplishment
- \*Growing and learning and becoming personally enriched
- \*A sense of true joy in serving the Lord and helping others know God (bringing about the reign of God)
- \*Become more familiar with the community through increased involvement
- \*Enjoy being recognized on Catechetical Sunday

**FOR MORE INFORMATION:** Contact Office [of Evangelization and Catechesis](#)