

THE ROLE OF A CATECHIST

The role of a Catholic Catechist is to catechize the Faith of the Catholic Church, both by word and example. A Catechist is someone who lets the word of God echo through their life. Catechists do more than simply teaching the faith. A Catechist shares their faith and guides their students to learn how to apply and live their faith, as well.

- Classes are scheduled accordingly in order to meet the diocesan requirement of 30 sessions per calendar year.

Classes Are Scheduled As Follows:

- Sunday Session: 9:40 a.m.-10:50 a.m. (Pre-K-5th Grade)
- Wednesday Session: 6:15 p.m.-7:45 p.m. (6th-8th Grade)

Catechists are able to request a preference on the session and grade that they would like to teach.

We are always happy to find a substitute to teach your class in case of absence, but we must be notified in advance. However, it is preferred that you find your own substitute to teach your class. Please communicate to the Religious Education Office regarding any absences that may occur. Please also put your requested time off on the calendar in the workroom.

QUALIFICATIONS:

- Someone who lives their faith and is willing to share it with others.
- Enjoys working with children.

RESPONSIBILITIES:

- Responsible for your assigned class and students.
- To create an atmosphere that is geared to the learning styles and needs of your students.
- To assist and encourage the children in the development of a personal prayer life.
- To provide children with opportunities to be of service to others. Service project opportunities will be available throughout the year.
- Be in your classroom before students' arrival. We do understand that arriving late sometimes is unavoidable. Please communicate to the Religious Education Office if you plan to be late.
- Plan and teach according to the curriculum. Be creative with the lesson plans. Utilize Catechist materials and other available resources that you may find. Please let the Religious Education Office know one week prior if you need any materials that may not be available to you by filling out a supply request form (located in the Religious Education Office).

- Communicate with the Director of Religious Education regularly with any concerns or questions that may arise.
- Communicate with parents of your students through written notes, verbally, and through email. Please make the Director of Religious Education or the Religious Education Assistant aware of all written communication to parents.
- Take attendance weekly. If a student misses three classes in a row, or seems to not be consistently coming to class, please feel free to contact the family to follow-up regarding the particular situation.
- Take note of any special needs of the students in your assigned class. There is a special needs form in your class folder with any special needs or concerns that may apply to your students.
- Please review your class folder weekly for any communication from the Religious Education Office and return any necessary forms as requested.
- Please report all major disciplinary problems to the Religious Education Office.
- Attend In-Services as scheduled.
- Successfully complete a background check with the Diocese of Nashville. This must be completed and turned in prior to classes beginning.

*Forms and links are available on our website, as well.

TRAINING & SUPPORT

- A Catechetical Formation Certification Program is available through the Diocese of Nashville. The course is presented by the Office of Catechesis throughout the year. Certification is encouraged by the Diocese of Nashville.
- Attend conferences held by the Diocese of Nashville for your own personal growth.
- If a Catechist needs training with lesson plans or their role in any capacity, please feel free to contact the Religious Education Office for additional help.
- Mentoring by experienced Catechists in the program is encouraged.

I, _____ understand what is required and expected of me in my role as a Catechist. I will faithfully abide by these rules and responsibilities as described above, as well as, the laws and principles enforced by canon law and the Diocese of Nashville.

Signature _____