

Catechist Ministry Responsibilities

Spend several hours each week in preparing the Religious Education session, guided by the Catechist's manual of the basal series selected by the parish program and by the *Archdiocesan Guidelines for Catechesis* for your grade level, in order to be well-prepared for your session.

Submit a weekly lesson plan to the Director of Religious Education, using the lesson plan format provided.

Be present and on time for every religious education session you are scheduled to teach throughout the year.

Never dismiss the children/youth in your sessions before the scheduled time.

Present all the religious education lessons effectively.

Manage the children's behavior in such a way as to ensure maximum participation in the religious education lessons.

Follow all the Religious Education Program directives and procedures as given by the Religious Education Director.

Read and follow the parish *Catechist Handbook* and all other guidelines and policies of the Pastor and the Religious Education Director.

Fulfill Archdiocesan policies and directives regarding Catechists, which are usually communicated by the Regional Catechetical Director working with the Parish Director of Religious Education.

Attend all Catechist meetings organized by the Parish Director.

Interact with the parents of the children/youth in the ways determined by the parish Religious Education Director, including parent meetings scheduled for the Religious Education Program.

Participate in the Archdiocesan Catechist Formation Classes in order to achieve Catechist certification, levels 1 and 2.

Attend the annual Archdiocesan Catechetical Forum. Other opportunities for enrichment offered by the Catechetical Office (central and regional) should be attended when possible.