



# Service Opportunity

## Catechist / Leader / Aide: Children's Ministries & Family Catechesis

**Position Title:** Catechist / Aide / Children's Ministries Leader (Teen & Adult)

**Reports to:** Children's Ministries Coordinator (Susan Suddjian)

**Scheduled shift:** Saturday Eve, Sunday Morning, Wed. Eve, other weeknight TBD

**Length of Commitment:** 2 years, renew term commitment after that

**Job location:** St. Mary School, Joachim Hall or Ave Maria & Marian Hall

### Position duties:

- Prayer and service commitment
- Faithfully Attend Sunday Mass and Holy Days of Obligation
- Commit to a simple "Rule of Life"
- Lesson preparation and Team Collaboration
- Lead through example: loving, warm, friendly and faithful
- Assist with Family Retreats & Meetings
- Attend Catechist / Leader retreats, meetings & workshops
- Provide assistance with ministry organization

### Details of Position:

- Commit to prayer time for God's guidance and inspiration (at least 30 minutes) *before* lesson prep. (the most important part of this ministry).
- Prepare lessons in collaboration with partner / team following guidelines given, which are specific to each program.
- Prepare well ahead of lesson and arrive at least 15 minutes ahead of lesson time.
- Lead lessons for children and families with gentleness and open-ness to God's direction, according to guidelines given in Catechist / Leader trainings (prep. time approximately 1 - 2 hours per event/lesson).
- Dress appropriately for leading parish children and families (modest, comfortable, neat and presentable).
- Sign up for and assist with family retreats and meetings as needed, including helping with setup, refreshments and cleanup.
- Catechists and Children's Ministry Leaders are expected to represent the church, parish and DCJM well, and demonstrate **good ministry skills** by being polite, patient, encouraging and engaging with the program children, families and other ministry leaders.