

Catechesis of the Good Shepherd

Job Description

Job Summary: Helps the children encounter Jesus by preparing the atrium, proclaiming scripture and prayerfully presenting approved CGS presentations.

Staff Supervisor: Director of Evangelization & Discipleship, Shannon Ausloos

Works with: Catechist Aide

Knowledge:

- Basic working knowledge of Scripture, Liturgy and the Good News of Jesus' life, death and resurrection

Skills & Abilities:

- A disciple of Jesus who loves, respects and relates well to small children
- Desire to share the Gospel with children and help them encounter Jesus
- Coachable and willing to learn the Montessori educational methods used in the atrium
- Ability to lead children in worship through proclaiming scripture, giving prayerful presentations and lifting up the simple, essential truths of the Catholic faith
- Ability to give clear direction and model a prayerful attitude for the children
- Ability to observe, listen and respond to the needs of the children
- Ability to firmly but positively redirect disruptive or distracted children
- Ability to communicate effectively about the children's needs to the catechist aide
- Organized, reliable and able to keep good notes
- Plans ahead

Duties & Responsibilities:

- Prepares Prior to the Session: Determines which presentations children will receive that day and practices them prior to the session
- During the Session:
 - Welcomes the children and helps them begin their session prayerfully
 - Leads group presentations, prayers and processions from the prayer table when needed
 - Gives prayerful presentations to individual children based on their development needs, readiness and the liturgical year
 - Keeps accurate records of the children's work and determines when they will receive their next presentations
 - Creates and Sustains an atmosphere of prayer and concentration by redirecting children who become distracting or disruptive to others, helping distracted children find a work that interests them, and helping children ponder questions about God that lead them to prayer
- After the session: Checks if any materials need to be restocked, repaired or replaced; communicates with catechist aide about how the session went and if any troubleshooting actions are needed

Environment: Indoors, does require bending or crouching to a small child's level

Most Blessed Sacrament Parish, Oshkosh. August, 2020.

Training & Supervision:

- Training Prior to Acting as a Lead Catechist:
 - Completing the Level 1 CGS USA Catechist Training (90 hours)
 - Completing the Green Bay Diocese Safeguarding all of God's Children training course
 - Passing a criminal background check
 - Signing the parish code of conduct
- Ongoing Training and Supervision:
 - Speaks regularly with the Director of Evangelization & Discipleship about the needs of the children, their progress in the atrium, items needed for the atrium, any formational help needed for the Lead Catechist or the Catechist Aide
 - Yearly feedback on performance and opportunities for growth

Schedule: Sunday afternoons October to May from 12:30pm-3:00pm or Tuesday mornings October to May from 10:00-11:30am; requires additional time for pre-planning sessions and practicing presentations