Religious Education Assistant

➢ Overview
Under the direction of the Religious Education Catechist, the Assistant helps carry out the initial and ongoing catechetical mission of the church by assisting the Catechists and the Coordinator.

➢ Activities/Responsibilities
• Assists the Religious Education Coordinator.
• Assists the Religious Education Catechist.
• Becomes acquainted with the curriculum.
• Is present for all lessons, service and liturgical activities involving students.
• Liaises with the Religious Education Coordinator and Catechist on an ongoing basis.
• Is available for meetings and training.
• Shares the faith accurately and seeks support, when necessary.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the ‘Other Specifics’ box for duties that are specific to this parish.

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➢ Skills, Experience, and Qualifications
• Is a fully initiated member of the Catholic Church in good standing.
• Is registered with the parish and active in parish life.
• Possesses some knowledge of the teachings of the Catholic Church.
• Can relate effectively and communicate clearly with others, especially children, youth and their families.
• In cases of emergency, knows contacts and/or procedures.

➢ Personal Traits and Qualities
• Desires to serve the community and to commit time and talents to this ministry.
• Honest, dependable and can maintain strict confidentiality.
• Is able to collaborate well with others and enjoys teamwork.
• Needs to be a person of prayer.
• Has a helpful, supportive and non-threatening attitude in working with children and their parents.
• Is comfortable with being accountable and is sensitive to the observance of proper boundaries.
• Has a spirit of generosity and creativity.
Orientation and Training
Standard parish orientation program and training provided by Religious Education Coordinator. There are resources and sessions provided through the Catholic Pastoral Centre, Office of Formation for Discipleship.

Participant Group
Other volunteers, children involved in and their families.

Support, Supervision, and Evaluation
The Religious Education Coordinator is the first level of support, supervision and evaluation.

Length of Ministry Appointment
One year term with the ability to renew.

Benefits and Working Conditions
Will contribute to children’s spiritual development.
Will further develop leadership and organizational skills.
Opportunity to perform community service and gain experience for the purpose of school or career advancement.
This is a volunteer position which requires a time commitment of ___ hours per week/___ hours per month.
Must be able to attend the orientation session and training sessions as required.

Screening Recommendations
This is a High risk position.
Completion of a Volunteer Information Form is required.
An interview and personal reference checks are required.
A Criminal Record Check is required.
Training and orientation are required.
There will be supervision and periodic evaluations.
Participant follow-ups will be conducted.

This ministry position description accurately reflects the Ministry of Religious Education Assistant currently practiced at _______________________________.

(Parish Name)

Parish Volunteer Screening Committee

_____________________________________________  ______________________________________________
Pastor  Date

Prepared by: Archdiocese of Toronto

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