**Saint Cyril of Jerusalem R. C. Parish   
Parish Religious Education Program**

**ASSISTANT CATECHIST POSITION DESCRIPTION**

**PROGRAM MISSION**: As a volunteer (male or female) catechist of St. Cyril’s Parish Religious Education Program you are commissioned to perform St. Cyril’s catechetical mission by helping our students develop as Catholic Christians who recognize, appreciate and celebrate the gift of God’s love in their life.

**PROGRAM OBJECTIVE**: To assist parents and guardians, as the primary educators in their child’s faith development by teaching the truths of the Catholic Church enabling students to claim them as their own; by helping children to realize that living as a Catholic is our response to God’s calling us to his Church; by encouraging families to celebrate the Lord’s presence in the liturgy and in the manner in which they live their lives.

**DUTIES AND RESPONSIBILITES:**

* Assist catechist in leading classroom activities e.g. written work, group projects, learning prayers, etc. and reminding students about good behavior.
* Take attendance, hand-out materials, and other task required to maintain an effective learning environment.
* May teach certain sections of the lesson plan, substituting in the catechist’s absence using the designated text book.
* Arrives 10 minutes before the class starting time to greet arriving students and supervises student’s welfare and safety
* Shares and supports the vision and goals of the parish religious education program, teaches what the Church teaches, and abides by archdiocesan polices.
* Exhibits a positive attitude, presents a professional image, and maintains a positive attitude with children, parents, staff and parishioners.
* To consistently follow all policies and procedures, e.g. the Classroom Security Policy, Student Early Request Procedures, Classroom Food and Beverage Policy, PREP

Buildings Lock-down policy, Lavatory procedures, etc.

* To maintain an atmosphere of peace and respect in the classroom and to report problems to the Catechist.
* Shares and supports the vision and goals of the parish religious education program, teaches what the Church teaches, and abides by archdiocesan polices

Catechist Assistant Position Description (Cont’d)

**BACKGROUND CLEARANCES**: Volunteers responsible for the welfare of a child or has direct contact with children will need the following clearances: 1) Report of criminal history from the PA State Police and 2) Child Abuse History Clearance from the PA Department of Human Services (Child Abuse).

**RENEWAL REQUIREMENT FOR CLEARANCES:**  All volunteers will be required to obtain clearances every 36 months. Timeframes for renewed clearances are based upon the date of each individual clearance.

**SAFE ENVIRONMENT TRAINING:** The Archdiocese of Philadelphia, Office of Child and Youth Protection assists parishes in the on-going development of safe environment programs in the schools, religious education programs and all parish ministries that involve children. The cost for required clearances and for training will be paid by St. Cyril’s PREP.

Required training:

1. **Protecting God’s Children for Adults** provides the basic facts about child sexual abuse and adults’ role in preventions. This program is usually presented at St. Cyril’s in October and there are other training sites within the archdiocese throughout the year.
2. **Mandated Reporting Training** teaches the standards for reporting suspected abuse/neglect and are able to recognize the indicators of abuse, e.g. physical, neglect psychological, or sexual abuse.