



# The Department of Catechesis

Syro-Malabar Eparchy of St. Thomas the Apostle Melbourne, Australia

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## Position Description- Catechist

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### Selection Process:

- The appointment of catechists is the prerogative of the parish priest/chaplain (Director) in due consultation with Catechism Principal.

### Essential Requirements:

- Demonstrated involvement with Syro-Malabar church activities or catechism in overseas or hometown in India
- Holds a certificate in Catechism at year 10 level or above
- High level understanding of Catholic teachings, Scripture, Syro-Malabar Catholic traditions, and Liturgy
- Be a registered and active member of the parish/Mission, confirmed as a practicing Catholic. (eg: Sunday Mass in Syro-Malabar Rite, Unit Prayer, Regular Contributor etc.)
- Demonstrated commitment to Catechism ministry of the parish and high moral standards
- Demonstrated skills in managing children and ability to facilitate learning
- Holds a current Working with Children Check
- Successfully completed a Safer Church training

### Key Responsibilities:

- Conduct catechism classes and impart catholic education for school aged children
- Use classroom teaching techniques as appropriate
- Maintain a child focus and sensitivity to the varying needs of children
- Understanding of appropriate behavior management strategies in classroom setting
- Undertake supervision from Catechism Principal
- Commitment to education and training and performance management
- Understanding of code of conduct and ability to escalate inappropriate behaviors to Principal
- Commitment to child safeguarding and ability to identify and respond to child abuse disclosures
- Understanding of Safeguarding complaint management process and risk management in church setting

### Privacy and Confidentiality:

- Commitment to privacy and confidentiality of information relating to children and families involved in Catechism ministry
- Commitment to non-disclosure agreement of the Eparchy

### Operational responsibilities:

- ✓ Ability to work in collaboration with the Parish Priest, Principal, Staff Secretary, other catechists, PSO, parents and children.
- ✓ Follow policies and guidelines as set by the Department of Catechesis, Syro- Malabar Eparchy of St. Thomas the Apostle, Melbourne, Australia
- ✓ To agree to undertake background check, obtain a WWCC or an equivalent and complete Safer Church training in accordance with the Eparchy policies.

- ✓ Escalate any child protection matters to Principal immediately and ensure subject child is safe.
- ✓ Utilize the curriculum guidelines established by the Eparchial Catechism Department and the parish for efficient delivery of classes.
- ✓ Ensure at least a year long commitment to the allocated classes. If the catechist is unable to fulfill this commitment, it is expected that the Principal is notified of upcoming changes by giving a minimum of 8 weeks' notice.
- ✓ Any leave taken must be notified in advance to arrange appropriate leave cover
- ✓ Participate in continuing education programs as designated by the Catechism Department and Parish.
- ✓ It is desirable to obtain a Diploma of Theology according to the guidance of the Catechetical Department, within 2 years of commencing in the role.
- ✓ Be a role model for students by word and action, demonstrating catholic beliefs and values
- ✓ Prepare for weekly classes by reviewing the curriculum and textbook provided
- ✓ Arrive at least ten minutes prior to class time and stay until entire class is dismissed to parents, guardians, or authorized person.
- ✓ Ensure sign in and sign out performed for all children
- ✓ Attend the Holy Qurbana with Children as per the class allocation
- ✓ Ensure class is always supervised and make sure class is not unattended
- ✓ Mark attendance rosters at the beginning of the class and return register to the office at the end of session
- ✓ Manage any issues or concerns arising in catechism classes or related background as the first port of call, and escalate to Principal/ or Parish Priest for further management

**Other requirements:**

- ✓ It is desirable that a newly recruited catechist is an active member of the parish for a minimum period of one year prior to commencing in the role. In special circumstances, they may be recruited by the discretion of the Principal in consultation with parish priest with two satisfactory reference checks.

**Catechist Declaration:**

I.....(name of volunteer) read and understood the roles and responsibilities as above and I agree to the terms and conditions of my employment (Volunteer) with ..... Parish/Mission. I am willing to deliver classes with due diligence as a volunteer catechist for ..... parish/mission.

**Name:**

**Role:**

**Commencing date:**

**Signature of applicant:**