



# St. Ignatius of Loyola Church

5222 North Bend Road, Cincinnati, Ohio 45247 • 513.661.6565 • [sainti.org](http://sainti.org)

## **Catechesis of the Good Shepherd Catechist**

### **Non-Exempt - Paid hourly position**

15-20 hours per week; approximately 40 to 45 weeks. Fixed hours during the majority of the school year and flexible during break periods.

Work closely with the Coordinator of CGS to offer Christ-centered catechesis using the CGS model. Provide a safe, welcoming, and prayerful environment for the children to support their faith formation.

Responsibilities include, but are not limited to:

As a catechist:

- Serve as catechist for 8-10 atrium sessions per week, including school and 1 parish session. Focus mostly on Level 1 (serve as lead catechist for 1 Level 1 parish session).
- For school sessions, serve as Catechist for half of each class in an atrium (approximately 12 children); 8 to 9 sessions per week. Communicate with classroom teachers and as needed.
- Prepare and offer presentations in each session on a weekly basis
- Before each assigned session, prepare the atrium for the age and level of children in that particular session.
- Communicate with aides when necessary about things that they should help with, including set up/clean up before and after sessions. Talk with aides about how they can best assist during sessions, when necessary
- For parish sessions, communicate with parents, keeping them up to date on what's going on in the atrium on a seasonal or bimonthly basis, plus session reminders (if needed), cancellations and/or changes. Utilize Flocknote and/or email.
- Keep notes on student work each week, and track presentations that children have or have not received on a presentation tracking chart.
- Openness to potentially sub for Catechists as needed.
- Openness to ongoing formation and CGS training.

Assisting the Director with:

- Sharing ideas for parent communication/catechesis through CGS
- Planning for weekly sessions, presentations, celebrations
- Material making, as needed
- Helping train aides, as needed

- Preparing atriiums for Season changes by helping to plan celebrations/processions and setting out appropriate materials for the season

**ACKNOWLEDGEMENT**

Employees of St. Ignatius Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of

St. Ignatius Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

**I have read, understand, and agree to perform all job duties and requirements outlined in this job description.**

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**Employee Signature**

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**Date**

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**Supervisor Signature**

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**Date**