

## **SUBSTITUTE CATECHIST'S JOB DESCRIPTION**

- Be at the Religious Formation building at least 15 minutes before the start of the classes.
- Substitute Catechist: -Who echoes the faith he or she is a practicing Catholic. Committed to the teachings of the Church and magisterium, and who believes deeply in Jesus Christ and wants to share this belief with others.
- Substitute Catechists also participate in several trainings and meetings throughout the year.
- Substitute Catechists are the 'lead' teachers in the classroom who plans lessons according to grade level curriculum in advance and offers a variety of activities to supplement each lesson in the curriculum.
- Foster students to grow in their faith, recognizing faith is a gift.
- Upon your arrival sign in at the RF office and take your folder to class.
- Take attendance of students in the first five minutes.
- In the event of absence due to illness or travel will fill in for the regular Religious Formation Catechist.
- It is anticipated that the classroom Catechist will have lesson plans available for the class session.
- Substitute Catechists must comply with Diocese of Metuchen's policy "Protecting God's Children workshop program, federal background checks, including fingerprinting, and completing a Diocese Volunteer Application.