

APPENDIX II – JOB DESCRIPTION TEMPLATES

Here we propose a standard model of a volunteer catechist job description.

Catechist or volunteer assistant catechist *

Within the parish (name of the parish or pastoral area), the catechist (or assistant catechist) volunteer is a person who, with the activities provided by the parish program, leads a group of children (accompanied or not by their parents) and accompanies them in an awakening journey of faith or of initiation to the Christian life.

With the help of another person designated, a volunteer catechist (or assistant catechist) deals with a group of children (number and age of children) and welcomes them to (number of meetings) meetings during the year. Meetings are held (frequency or time) in the same place (place of meetings).

Specifically, his/her task is to: (select or add according to the needs of the parish)

- understand and adhere to the catechetical guidance of the parish.
- respect and apply the catechetical program that is presented by parish authorities (Identify the supervisor).
- in collaboration with his/her partner or his/her working group, prepare (or appropriate) the conduct, content and equipment necessary to each meeting.
- attend meetings of catechists and assistants held for catechists (frequency of meetings), during the year, to appropriate the content and the preparation of conducting meetings of the catechetical journey.
- participate in planned trainings
- animate catechetical encounters:
 - welcome parents and children
 - present the activities in a dynamic way.
 - present the activities related to the daily reality of children.
 - listen to the participants in the meetings.
 - encourage public speaking and exchange.
 - regulate group dynamics.
 - ensure that all children arrive at the meeting place and leave under parental guidance and / or according to the policies of the Parish.
- report each encounter to the parish authority.
- attend the events, ceremonies, special events, sacraments or other significant community activities within the journey of Christian initiation of children.

To be a volunteer catechist (or assistant catechist), you have simply;

- to love children and be comfortable with them.
- to have the availability to be committed for the entire journey.
- to be Catholic faith and have the willingness to testify.
- to have received the sacraments of Christian initiation.
- to comply with selection process of the parish and have provided relevant documents (Request for criminal background).
- subscribe to the code of ethics and code of conduct of the parish.

* The highlighted gray scales are mandatory. Feel free to modify this document under the requirements of your environment.

The following documents are provided as examples. These are job description templates. There are different ways to structure and format a job description. Whatever is the model used, the important thing is that it should contain the most of the elements listed above in the guide.

<ul style="list-style-type: none"> • Volunteer Position Template 	Parish Name:

Title :	
Reports to :	
Purpose :	
Job Responsibilities :	
Skills, Attitudes, Knowledge :	
Relationship/ Liaison	
Time Commitments	
⇒ Number of Hours :	
⇒ Term :	
⇒ Peak Time :	
Benefits and Challenges	
Success Indicators :	
Training :	

Volunteer Position Template	Parish Name:

Title :	CATECHIST COORDINATOR
Reports to :	Pastor
Purpose :	To coordinate and give Catechetical instruction to children
Job Responsibilities :	<ul style="list-style-type: none"> • Recruit, train and schedule volunteers • Register candidates • Order books and class material • Organize and schedule learning sessions
Skills, Attitudes, Knowledge :	<ul style="list-style-type: none"> • Active member of the church community • Enjoys working with children • Comfortable with spirituality and faith • Organization, interpersonal and communication skills • Leadership skill • Ability to delegate • Imagination creativity and prayerfulness
Relationship/ Liaison	<ul style="list-style-type: none"> • Pastor • Volunteers • Parents
Time Commitments	
⇒ Number of Hours :	<ul style="list-style-type: none"> • 2 hours a week
⇒ Term :	<ul style="list-style-type: none"> • 2 years renewable
⇒ Peak Time :	
Benefits and Challenges	<ul style="list-style-type: none"> • Evangelization of children • Knowing children and their families • Recruiting and keeping volunteers • Knowledge and communication of scripture • Consistent participation and knowledge of children
Success Indicators :	<ul style="list-style-type: none"> • Growth of Volunteers and participants • Readiness of candidates to receive sacraments
Training :	<ul style="list-style-type: none"> • Orientation • Participation in Workshops

Volunteer Position Template	Parish Name:

Title :	CATECHETICAL INSTRUCTOR - Catechist
Reports to :	Catechetical Coordinator and/ or Pastor
Purpose :	To give catechetical instruction to children
Job Responsibilities :	<ul style="list-style-type: none"> • Attend meetings to plan program • Prepare program • Deliver program
Skills, Attitudes, Knowledge :	<ul style="list-style-type: none"> • Teaching skills and knowledge of subject matter • Active member of Church community • Enjoys working with children • Organizational, interpersonal and communication skills • Imagination creativity and prayerfulness
Relationship/ Liaison	<ul style="list-style-type: none"> • Pastor • Volunteers • Parents
Time Commitments	
⇒ Number of Hours :	<ul style="list-style-type: none"> • 2 hours per week
⇒ Term :	<ul style="list-style-type: none"> • 2 year renewable
⇒ Peak Time :	
Benefits and Challenges	<ul style="list-style-type: none"> • Evangelization of children • Knowing children and their families • Knowledge of and communication of scripture • Consistent participation and motivation of children
Success Indicators :	<ul style="list-style-type: none"> • Personal growth of participants • Readiness of candidates to receive sacraments
Training :	<ul style="list-style-type: none"> • Orientation • Liturgical information workshops

Volunteer Position Template	Parish Name:

Title :	CHILDREN'S LITURGY COORDINATOR
Reports to :	Pastor
Purpose :	To coordinate and provide children with liturgical reading and activities appropriate to their age.
Job Responsibilities :	<ul style="list-style-type: none"> • Recruit, train and schedule volunteers • Conduct seasonal meetings to plan liturgies • Involve teens in a leadership role in the parish
Skills, Attitudes, Knowledge :	<ul style="list-style-type: none"> • Active member of the Church community • Enjoys working with children • Comfortable with spirituality and faith • Organizational, interpersonal and communication skills • Strong leadership skills • Ability to delegate • Imagination, creativity and prayerfulness
Relationship/ Liaison	<ul style="list-style-type: none"> • Pastor • Parents • Volunteers • Music ministry
Time Commitments	
⇒ Number of Hours :	<ul style="list-style-type: none"> • 15 to 25 hours per month
⇒ Term :	<ul style="list-style-type: none"> • 2 year renewable
⇒ Peak Time :	
Benefits and Challenges	<ul style="list-style-type: none"> • Evangelization of children • Getting to know children and their families • Recruiting and keeping volunteers • Knowledge and communication of scripture • Consistent participation and motivation of children
Success Indicators :	<ul style="list-style-type: none"> • Personal growth of volunteers and participants • Increase in the participation of families
Training :	<ul style="list-style-type: none"> • Orientation • Liturgical information workshops

Volunteer Position Template	Parish Name:

Title :	CHILDREN'S LITURGY VOLUNTEER
Reports to :	Children's Liturgy Coordinator and/or Pastor
Purpose :	To provide children with liturgical readings and activities appropriate to their age.
Job Responsibilities :	<ul style="list-style-type: none"> • Attend seasonal meetings to plan liturgies • Organize, prepare and celebrate Sunday liturgies with children • Involve teens in a leadership role in this ministry
Skills, Attitudes, Knowledge :	<ul style="list-style-type: none"> • Active member of the Church community • Enjoys working with children • Comfortable with spirituality and faith • Organizational, interpersonal and communication skills • Imagination, creativity and prayerfulness
Relationship/ Liaison	<ul style="list-style-type: none"> • Pastor • Parents • Volunteers • Music ministry
Time Commitments	
⇒ Number of Hours :	<ul style="list-style-type: none"> • 1 hour per week
⇒ Term :	<ul style="list-style-type: none"> • 2 year renewable
⇒ Peak Time :	
Benefits and Challenges	<ul style="list-style-type: none"> • Evangelization of children • Getting to know children and their families • Recruiting and keeping volunteers • Knowledge and communication of scripture • Consistent participation and motivation of children
Success Indicators :	<ul style="list-style-type: none"> • Personal growth of volunteers and participants • Increase in the participation of families
Training :	<ul style="list-style-type: none"> • Orientation • Liturgical information workshops

Volunteer Position Template	Parish Name:

Title :	COORDINATOR OF PARISH MONEY COUNTERS
Reports to :	Pastor
Purpose :	To count money from Mass collections and to record envelope numbers
Job Responsibilities :	<ul style="list-style-type: none"> • Prepare schedule for money counters • Ensure two or more individuals per team • Assist with counting money from weekly collections, record envelope contributions on appropriate ledgers • Make up deposit slips and prepare cash for deposit • Ensure that volunteers responsible for bank deposits travel in pairs
Skills, Attitudes, Knowledge :	<ul style="list-style-type: none"> • Accounting/ bookkeeping skills • Teamwork • Honesty and confidentiality
Relationship/ Liaison	<ul style="list-style-type: none"> • Pastor • Ministry team leaders • Parish secretary or accountant/ bookkeeper
Time Commitments	
⇒ Number of Hours :	<ul style="list-style-type: none"> • 1-3 hours per week, as per schedule
⇒ Term :	<ul style="list-style-type: none"> • 2 year term, renewable
⇒ Peak Time :	<ul style="list-style-type: none"> • Christmas, Easter and special collections
Benefits and Challenges	Satisfaction of serving Parish community
Success Indicators :	<ul style="list-style-type: none"> • Positive yearly evaluations • Affirmation of Pastor and other volunteers
Training :	Hands on training

Volunteer Position Template	Parish Name:

Title :	PARISH MONEY COUNTERS
Reports to :	Pastor and/or Parish Money Counter Coordinator
Purpose :	To count money from Mass collections and to record envelope numbers
Job Responsibilities :	<ul style="list-style-type: none"> • Ensure two or more individuals per team • Assist with counting money from weekly collections, record envelope contributions on appropriate ledgers • Make up deposit slips and prepare cash for deposit • Volunteers responsible for bank deposits travel in pairs
Skills, Attitudes, Knowledge :	<ul style="list-style-type: none"> • Accounting/ bookkeeping skills • Teamwork • Honesty and confidentiality
Relationship/ Liaison	<ul style="list-style-type: none"> • Pastor • Parish Money Counter Coordinator • Ministry team leaders • Parish secretary or accountant/ bookkeeper
Time Commitments	
⇒ Number of Hours :	<ul style="list-style-type: none"> • 1-3 hours per week, as per schedule
⇒ Term :	<ul style="list-style-type: none"> • 2 year term, renewable
⇒ Peak Time :	<ul style="list-style-type: none"> • Christmas, Easter and special collections
Benefits and Challenges	Satisfaction of serving Parish community
Success Indicators :	<ul style="list-style-type: none"> • Positive yearly evaluations • Affirmation of Pastor and other volunteers
Training :	Hands on training

Volunteer Position Template	Parish Name:

Title :	DIRECTOR OF CHILDREN'S CHOIR
Reports to :	Pastor
Purpose :	To organize and maintain Children's Choir
Job Responsibilities :	<ul style="list-style-type: none"> • Vocal training • Music selection and program planning • Rehearsing choir • Directing choir at liturgies
Skills, Attitudes, Knowledge :	<ul style="list-style-type: none"> • Active member of church community • Musical abilities (such as singing, playing musical instrument, reading music, etc) • Knowledge of liturgy • Understanding of children's singing voices • Rapport with children and their parents • Co-operation with pastor and others involved in a musical ministry
Relationship/ Liaison	<ul style="list-style-type: none"> • Pastor • Music Director • Accompanists • Parents • Volunteers
Time Commitments	
⇒ Number of Hours :	<ul style="list-style-type: none"> • Rehearsals 1 ½ hours per week
⇒ Term :	<ul style="list-style-type: none"> • 2 year renewable
⇒ Peak Time :	
Benefits and Challenges	<ul style="list-style-type: none"> • Feeling of satisfaction in using talents for the benefit of the church • Sense of accomplishment in enriching the liturgy • Recruiting and maintaining choir members • Developing musical skills
Success Indicators :	<ul style="list-style-type: none"> • Encouragement from clergy, parents and congregation • Ongoing participation in music ministry
Training :	<ul style="list-style-type: none"> • Orientation • Attendance at liturgical musical seminar

Title :	YOUTH MINISTRY COORDINATOR
Reports to :	Pastor
Purpose :	<ul style="list-style-type: none"> • Acts as an advocate and link between youth and the community; • Facilitates the development of community among young people, their families, their parish and their local community • Provide opportunities for young people to become involved in the day to day life of the parish • Partners with schools and civic community to promote effective services and positive values for youth • Promotes pastoral care of youth and families
Job Responsibilities :	<ul style="list-style-type: none"> • Recruits and supports adult and youth leaders in youth ministry • Promotes the spiritual formation of youth and adult leaders • Facilitates planning, implementation and evaluation of long and short term goals • Coordinate activities that involve youth within the church, i.e. spiritual and recreational activities • Promotes and empowers youth for Christian ministry • Participates in diocesan meetings and training • Develops and supervises program budget • Establishes a collaborative relationship with members of the pastoral staff
Skills, Attitudes, Knowledge :	<ul style="list-style-type: none"> • Active member of the church community • Enjoys working with young people • Comfortable with spirituality and faith • Organizational, interpersonal and communication skills • Strong leadership skills • Ability to delegate • Imagination, creativity and prayerfulness
Relationship/ Liaison	<ul style="list-style-type: none"> • Pastor • School, principals, teachers, chaplains, parents, parish secretaries, parish groups, school councils, community groups
Time Commitments	
⇒ Number of Hours :	<ul style="list-style-type: none"> • 30 – 50 hours per month
⇒ Term :	<ul style="list-style-type: none"> • 2 year term
⇒ Peak Time :	<ul style="list-style-type: none"> • Fall, Spring or as set out in parish plan
Benefits and Challenges	<ul style="list-style-type: none"> • Having fun sharing your faith with young people • Meeting young people and their families • Bringing young people in the church community • Involving young people in social justice work • Recruiting volunteers • Managing time and budget
Success Indicators :	<ul style="list-style-type: none"> • Increased participation of youth and adults in planned events and activities • Increased activity in church community • Parish awareness and support of youth activities
Training :	<ul style="list-style-type: none"> • Participation in diocesan sessions in Youth ministry, retreats, workshops, conferences, etc.

Volunteer Position Template	Parish Name:

Title :	ALTAR SERVER COORDINATOR
Reports to :	Pastor
Purpose :	Prepare and maintain altar servers
Job Responsibilities :	<ul style="list-style-type: none"> • Train new members • Maintain members • Organize members
Skills, Attitudes, Knowledge :	<ul style="list-style-type: none"> • Knowledge and understanding of the order of mass • Expectations of the Celebrant • Expectations of Servers • Organizational, interpersonal and communication skills • Enjoys working with altar servers
Relationship/ Liaison	<ul style="list-style-type: none"> • Pastor • Servers and their parents
Time Commitments	
⇒ Number of Hours :	<ul style="list-style-type: none"> • 2 hours a month as well as training sessions
⇒ Term :	<ul style="list-style-type: none"> • 2 year renewable
⇒ Peak Time :	
Benefits and Challenges	<ul style="list-style-type: none"> • Satisfaction of serving Parish community • Instilling a respect for ministry of altar serving in participants • Inspiring commitment among servers and their parents
Success Indicators :	<ul style="list-style-type: none"> • Proper conduct on the part of the servers • Participation and commitment of the servers
Training :	<ul style="list-style-type: none"> • Orientation • On the job training with Pastor or liturgist