



# St. Ignatius of Loyola Church

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

## **Catechist & Program Assistant, Catechesis of the Good Shepherd**

### **Paid hourly position**

15-20 hours per week; about 45 weeks per year. Fixed hours during 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 both school and parish sessions. Focus mostly on Levels 2 & 3 (serve as lead catechist for Level 3).
- For school sessions, serve as catechist for half of each class (approximately 12 children). Communicate with classroom teachers as needed.
- For Level 3, map presentation cycles, make materials as needed, and oversee set-up and use of Loyola Hall atrium space.
- Prepare and offer lessons for children in each session on a weekly basis.
- Communicate with aides about preparing the space before and after sessions. Talk with aides about how they can best assist during sessions.
- Keep notes on student work each week, and track presentations that children have or have not received on a presentation tracking chart.
- 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.
- In order to teach CGS classes, CGS Level 1 training is a requirement. Training courses are provided by the parish. In order to assist with classes, this training is not a requirement, but it is preferred.

Assist the Director with:

- Yearly "curriculum" and program development, planning cycles of presentations, and laying out/furnishing the atrium spaces
- Planning for weekly sessions, presentations & celebrations
- Re-setting the atria spaces from Level 1 to 2 and vice versa

- Material making and maintenance
- Parish First Sacraments prep, including retreats, meditation sessions for both children and parents, and meetings
- Planning parent communication/catechesis through CGS; sharing fruits of CGS work with greater parish community
- Training and communicating with aides about calendar and schedule changes
- Preparing atriums 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.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

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**Date**