

## Chapter Four

### Catechist and Core Team Guidelines and Procedures

#### Peer Evangelization and Adult Evangelization

- It is recommended that peer ministers under 18 have a job description that requires parent's signature. (See this job description at the end of this chapter)
- Peer ministers who are under 18 need to follow the same procedure for training as adults; following guidelines, taking the Called to Protect training and working toward certification.
- When placing teens and adults in ministry together, teaming should take place in two's or more: two or more adults with two or more teens on a team. At no time should an adult be alone with a teen planning or working on lesson plans or event planning.
- Adults (18 and over) may never date a minor (under 18) while as a catechist or paid employee of the parish.
- Those defined as peer ministers may not date program participants.

#### Catechist / Core Member Management

**Recruiting Techniques:** In general, recruitment for catechist/ core member ministry can be done as general bulletin or pulpit announcements. Ministry fairs often provide opportunities for people to register for ministry. Keep these things in mind when recruiting:

- not all people who want to work with teens will be good at it
- a procedure for interviewing needs to be in place so as to discern the gifts of the catechist and the needs of the ministry

**Application/Personnel File:** Have an application form available for the recruit to fill out (See this application form at the end of this chapter). *Note:* All catechists must be Catholic and in good standing, registered and a participating member in the parish.

#### Screening/Background Check

- Review the application for the catechist.
- Check out references.
- Investigate past ministry involvement.

**Interview** (See interview questions at end of this chapter)

- Conduct an interview with the recruit and review the application with them.
- Inquire about their interest area in ministry and giftedness.

#### Record Keeping

- Keep a file on all catechists to include the application form, evaluation forms, Ministry Formation classes taken, record of questionable incidences if they occur, and pertinent notes and affirmations.
- All communication, complaints or praise, regarding a catechist should be filed.
- Any incident of any nature should be recorded, dated and filed.

**Internship: Observation and Evaluation:** It is suggested that each new recruit be placed in ministry for three months at which time an evaluation is to take place. The evaluation should include:

- Strengths of the catechist
- Input from both parties
- Feedback of a ministry observation by the supervisor
- Suggested areas of professional catechist growth and development

### **Recognition and Appreciation**

- It is appropriate to recognize and commission catechists in the parish within liturgical celebrations.
- It is especially appropriate to honor and acknowledge catechists who have completed the ministry formation process within the community and the diocese.

### **Catechist / Core Member Discernment and Placement**

Every catechist position needs clarity and definition. Job descriptions for each position should include: (See at end of chapter.)

- who they are responsible to
- the time involved and length of commitment
- clear description of the task
- qualifications for the ministry
- training required and/or offered

### **Catechist / Core Member Formation: Ministry Certification Process**

All catechists, peer and adult, should be encouraged and supported in working toward diocesan certification in ministry. It might be suggested that each catechist take at least two, 2-hour courses each year and take part in a Catechist/Core retreat. Please refer to the Diocesan Ministry Formation Process binder for schedules and training.

### **Process for Removing a Catechist / Core Member**

- Keep an accurate record of any incidences that point to the gifts not matching the ministry, lack of response to suggested training, or any action that causes red flags for you.
- Interview the catechist, explain the issues and generate solutions.
- Determine if there are formation or other issues that could be addressed.
- Determine together if the catechist is well placed or would grow better in another parish ministry.
- Ask them to step down

## Minor Peer Minister Parent Sign-off Sheet

I, \_\_\_\_\_ am honored to respond to my baptismal call to  
(Peer Leader)  
serve here at \_\_\_\_\_ parish as a peer leader for the  
\_\_\_\_\_ Youth group. I understand that much is asked of me including  
the following:

- To live my life as a true witness and disciple of Jesus Christ.
- To continue to develop my personal relationship with God through prayer and the sacraments.
- To abide by the teachings of the Catholic Church and continue to actively study to understand the teachings of the Church.
- I will frequent the Sacraments of the Eucharist and Reconciliation.

As a peer leader, I understand that I am called to live a Christ-like life above and beyond my peer group. I understand that I will make sacrifices in the following ways:

- I will not use drugs, drink alcohol, or smoke.
- I am committed to living relationships of compassion, patience, forgiveness, reconciliation, service and charity.
- I will go out of my way to be inviting and welcoming to my peers that are coming to our youth group.
- I will always support the youth minister and catechists / core team members in ministry. If there is something I do not agree with, I will take it up with that individual and address my concern with them.
- If I am unable to attend a meeting or I am going to be late, I will call the Youth Minister as early as possible.
- I will make every effort to attend spiritual and social gatherings of the ministry.
- I will make, to the best of my ability, every youth group gathering, planning meetings before hand and be prepared for my role as a peer leader.
- After the night, I will help clean up afterwards.
- I will go to at least one retreat a year as a peer leader as my schedule allows.

In response to my baptismal call, I commit to serving my peers as a “peer leader” for the  
\_\_\_\_\_ academic year. If my commitment changes before  
\_\_\_\_\_, I will meeting with the youth minister to discuss my situation.

\_\_\_\_\_  
Signature of Peer Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

**Catechist / Core Team Member Application**

\_\_\_\_\_ (name of parish)

Position Applying for \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Profession \_\_\_\_\_

List any formal Christian Formation, theology courses, or training for ministry you have taken in the last three years.

Date	Location	Supervisor
_____	_____	_____
_____	_____	_____
_____	_____	_____

List two personal references.

Name	Phone	Relationship
_____	_____	_____
_____	_____	_____

In the past five years, have you ever been convicted of a felony? If so, please explain.

List the catechist experiences that you have taken part in during the last three years.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Interviewing Potential Catechists / Core Members

What have you enjoyed most in previous youth ministry assignments? Least?	<b>Attitudes</b>
What kind of people do you work with best as Co-workers? Are there types of people you feel uncomfortable and unable to work with?	<b>Interpersonal Relationships</b>
What would you consider to be the ideal youth ministry job for you?	<b>Motivation and Values</b>
What things have you done that have given you the greatest satisfaction?	<b>Motivation and Values</b>
Why are you interested in doing youth evangelization work?	<b>Motivation</b>
What do you like to do in your leisure time:	<b>Values</b>
What is your energy level or work habits?	<b>Work Habits</b>
Thinking back, what are the most significant decisions you have made in you life? How do you feel about them?	<b>Decision Making</b>
What makes you really angry – on the job or at home? How do you deal with this anger?	<b>Emotional Stability</b>
Tell me about your family?	<b>Emotional Stability</b>
What kind of supervision do you prefer?	<b>Motivation</b>
Describe your temperament. What do you like best about yourself? What do you like least? What would you improve if you could?	<b>Emotional Stability</b>

### COMMON ERRORS IN THE INTERVIEW PROCESS (Handbook of Modern Personnel Administration)

1. Asking leading questions.
2. Making decisions too early in the interview.
3. Following a stereotype pattern of interviewing.
4. Lacking knowledge of precise job requirements.
5. Letting pressure of duties shorten the interview time.
6. Doing more talking than they should.
7. Failing to direct the interview and wasting time.
8. Not knowing what to look for.
9. Tending to be overly influenced by individual factors rather than considering the whole person.
10. Lacking skills in asking questions and probing.
11. Failing to describe the job and organization in sufficient detail.
12. Tending to be too routine instead of adapting the interview to the individual.
13. Being interviewed by the candidate instead of doing the interviewing.
14. Not following up on placements to see if the match is good.
15. Tending to judge the applicant solely on personality, overlooking other important factors.

### Catechists / Core Members do not want:

- their work to be a waste of time
- to have their skills and talents not utilized
- to be placed in jobs they cannot do

## Catechist / Core Member Job Description Worksheet

Position Title \_\_\_\_\_

**Area of Responsibility:**

(Youth Ministry Core Team, Retreat Team, RCIA Team, Service Projects, etc.)

**Responsible to:**

(The supervisor responsible for that area)

**Definition of Duties:**

(Be specific)

- 1.
- 2.
- 3.
- 4.
- 5.

**Length of Commitment:**

(How long will this commitment go?)

**Time Required:**

(How many hours a week, for how many months?)

**Qualifications:**

(Be specific)

- 1.
- 2.
- 3.
- 4.
- 5.

**Training and Support Plan:**

(Orientations, planning nights, resources, mentor if required, team support, etc.)