

RELIGIOUS EDUCATION ASSISTANT

Job responsibilities

Note: In person requirements on Wednesday afternoons from 1:00 PM until 6:00 PM and Sundays from 8:00 AM – 12:00 PM. One additional time each week for an REP in-person meeting to be agreed upon by you and the DRE. 15-18 hours per week. Attendance will also be required at Parent Meetings and Sacrament celebrations.

REGISTRATION

- Review and edit automatic reply to registrants including important next steps.
- Draft and send a communication to current families to notify of re-registration.
- Work with Communications Coordinator to add link to REP's page on the parish website.

START OF SCHOOL YEAR PROCESS

- Continue to track registrations and confirm receipt with families unless new Parish Database does this automatically.
- Audit books to ensure enough for each class including Home School. Let Director of Religious Education (DRE) know if more are needed.
- Create labels for reach book with First and Last Name – Grade # and Day.
 - John Smith
 - S1A
- Create folders for each Catechist with Attendance sheet placed as the cover of the folder. Different folder colors for Sundays and Wednesdays.
- Assist with teacher bin cleanup and supply audit. Let Religious Education Director know if more basic supplies are needed.
 - Crayons
 - Markers
 - Pencils
 - Scissors
 - Dry Erase Markers/Erasers
 - Name placards
 - STV cinch sacks
- Draft and send communications to registered families with details about supplies, first days of classes, and Parent Back-to-School meetings including Home School. *Note: First day of Home School may differ slightly from in-person classes depending on the scheduled date of the Home School Parent Back-to-School meeting.*
- Assist with preparations for Parent Back-to-School meetings.
- Generate list of Home School Families from registration list.
- Build classes in Christ In Us and add students/families.

- Select appropriate assignments (Units 1-4) for each grade for Christ In Us. Check with Religious Education Director.
 - Assignments may be added one Unit at a time for ease of tracking and for chunking out the work for families OR all assignments may be added for the year at once. Confirm with the DRE.
- Draft and send communication to Home School families once classes are LIVE on Christ In Us.

WEEKLY TASKS

- Collect Catechist folders at the end of each class to enter attendance data into parish database.
- Grade newly completed assignments in Christ In Us. Reach out to families who may be falling behind. Copy the DRE on communications.
- Assist Catechists with requests for materials/copies.
- Assist DRE as needed with preparations for weekly classes held on Wednesdays and Sundays.
- Assist with tracking Catechist clearances.
- Assist with tracking required baptismal certificates from registrations.
- Attend weekly REP meeting on agreed upon day/time.

PROGRESS REPORTS

- Bi-Annual and Annual progress reports can be printed out for Catechists to send a note home to families.

FIRST SACRAMENTS

- Draft and send a communication to 2nd grade families about the First Sacrament Meeting. This will include Home School. It may also include families in OCIA. Please check with the DRE.
- Prepare folders/materials for parents.
- Create a sign in/attendance sheet to track attendance at the meeting.
- Bring raffle tickets and pencils for the Front Row raffle.
- Audit Baptismal certificates to be sure we have one for each child completing a sacrament.
- Create and send link for a SignUp Genius for the First Holy Communion Dates. Be sure to limit attendance to 26 families for each date.
- Draft and send a communication about the First Sacraments Retreat.
- Create and send a link to a SignUP Genius to bring snacks.
- Following sacrament dates, enter sacrament information for each student into the parish database. Give the information to our Parish Secretary for manual entry into parish books.

ADDITIONAL TASKS

- Potential to sub/assist in the classrooms when needed

- Option to create REP Newsletter using Canva

Must have extensive computer experience with Microsoft Office products and large database systems.