

St. James Catholic Church  
Novi, Michigan

Section Head (Grades 1-3)  
For Religious Education

19 hours/week

No benefits

**Hours: (When classes are in session)**

Sunday 9:00am – 4:00pm  
Monday 4:00pm – 8:00pm  
Tuesday flex  
Wednesday flex  
Thursday flex

**Hours: (When classes are NOT in session)**

Monday 10:00am – 3:00 pm or flex  
Tuesday 10:00am – 3:00 pm or flex  
Wednesday 10:00am – 3:00 pm or flex  
Thursday 10:00am – 2:00 pm or flex

**Responsibilities:**

Sacraments:

Assist with Sacramental Preparation of out of sequence children

Materials:

Purchase / order all grade level lesson materials as needed  
Photocopy all grade level lesson plans and supporting materials  
Prepare grade level catechist binders  
Prepare all grade level lesson materials to be ready upon catechist arrival  
Process payments / check requests for reimbursement

Classroom Environment:

Organize grade level classroom supplies, stock and replenish regularly  
Maintain grade level Prayer Tables  
Regularly update grade level classroom environment  
Change over grade level classroom at year end / year beginning

Lesson plans for Grades 1-3:

Maintain grade level lesson plans, updating as needed  
Develop and lead supplemental grade level lesson activities to include: church tours, seasonal prayer services, Nativity Play, sacramental retreats  
Photograph grade level activities  
Substitute as a catechist when needed, develop and train subs  
Correspond regularly with grade level catechists  
Provide classroom setups, distribute lesson materials  
Assist with grade level lesson plan development / Curriculum development  
Lead special projects as needed

General:

Answer telephone / greet visitors / daily email response

Maintain office organization

Attend regular RE Staff meeting

Attend whole staff meeting as needed

Assist with various events as needed: (parent meetings, in services, trainings, parish events,  
PGC training, etc.)

Provide office coverage during personnel vacation / illness as needed

Assist with other tasks as determined by Director / Pastor

Training Needed:

AOD Safe Environments Compliance

Computer knowledge (Microsoft Office Suite)

First Aid Training

Working towards AOD Master Catechist Certification