

DIOCESAN ADMINISTRATION

POSITION DESCRIPTION

POSITION: Totus Tuus Missionary

SECRETARIAT: Faith Formation

FLSA: Non-Exempt
STATUS: Full Time Temp

INTRODUCTION:

The Diocese of Manchester is looking for enthusiastic and committed Catholic men and women to serve as missionaries in our Totus Tuus program. Missionaries will be trained in late May/early June. Following the completion of training, missionaries will travel from parish to parish, conducting week-long catechetical programs for 1st through 12th grade students.

RESPONSIBILITIES:

Missionaries must be available to attend Totus Tuus training, tentatively scheduled from June 5 – June 14, 2023, at a location within New England.

Also required is Diocesan Safe Environment training. This commitment will include travel and lodging with parish hosts for the summer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Take part in a rigorous community-based daily prayer and sacramental life throughout the summer, including Morning Prayer, Mass, Rosary, Divine Mercy Chaplet, Evening Prayer, spontaneous prayer, etc.
2. Work closely with other team members throughout the summer.
3. Conduct one's self as a missionary disciple throughout the summer – to host families, those who volunteer at the parish, and the students who participate.
4. Speak at Sunday Masses to advertise the Totus Tuus program for the upcoming week.
5. Travel as a team to various parishes in New Hampshire and lodge with host families or at the parish rectory.
6. Prepare lesson plans for classes.
7. Teach 1st through 8th grade students about the Catholic faith during the day program.
8. Lead games, songs and skits each week for first through eighth graders.
9. Teach 9th through 12th grade students about the Catholic faith during the evening program. This includes traditional content and witness talks about the faith.
10. Lead 9th through 12th grade students in games and other activities during the evening program.
11. Communicate with parish coordinators each week to discuss details and make sure upcoming weeks run smoothly
12. Uphold and put in to practice the teachings of the Catholic Church.
13. Comply with and model all local and diocesan guidelines and protocol regarding COVID-19.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. A joyful and enthusiastic approach to teaching
2. Love of the Church and her teachings
3. Be a practicing Catholic in accordance with Canon 874 §1, 3, 4 of the Code of Canon Law
4. Valid driver's license (strongly preferred)
5. Experience working with children (preferred)
6. Attend Totus Tuus training (Date of Training TBD)
7. Complete our diocesan Safe Environment program before training.
8. Be available for work from June 4 through Aug 2 (dates tentative).

REQUIREMENTS:

This position requires the ability to:

1. Occasional moving, lifting, or carrying up to ten pounds
2. Ability to tolerate prolonged sitting and/or standing
3. Ability to lift up to approximately 25 pounds to waist high level whenever necessary.
4. Ability to reach at or above shoulder level, occasional reaching below shoulder level
5. Ability to manipulate equipment and controls frequently and occasionally grasp and handle some equipment
6. Ability to travel throughout the diocese
7. Ability to work a flexible schedule that will include some nights and weekends
8. Mobility that includes regular sitting, some standing and walking

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This document describes the position as it is currently available and is not a contract. The Diocese retains the right to change or modify the position description at any time.