PARISH / SCHOOL GUIDELINES
for RELIGION TEXTBOOK SELECTION

In choosing a textbook series, the catechetical leader, after consultation with the pastor, will do the following:

1. Contact your diocesan consultant for the current list of approved textbooks, and/or check the list posted on the website of the Office of Religious Education and Catechesis.

2. Name a small committee to be responsible for participating in the selection process. The committee may consist of teachers/catechists, parents and the pastor, the principal and the parish catechetical leader.

3. Secure samples of the approved series from the diocesan religion consultant or the publisher. Include the accompanying sacramental material, scope and sequence charts, parents’ books and other materials for preview by the committee.

4. Schedule the diocesan religion consultant to meet with the committee or representatives of the committee to:
   a. Explain the selection process.
   b. Explain the textbook review sheet.
   c. Give an overview of the approved series.

5. Provide time for committee members to preview texts and complete review forms.

6. Have the committee share their reviews with each other. Collect the reviews and analyze the information.

7. After considering the data, previewing the series and conferring with the diocesan consultant, the committee will make a recommendation from the approved list to the catechetical leader.

8. The catechetical leader will take the recommendation of the committee to the pastor who will make the final decision. The catechetical leader will inform:
   a. The diocesan consultant.
   b. The appropriate committee of the parish council e.g., the education committee or its equivalent.
   c. The catechetical staff.

9. Finally, the catechetical leader will:
   a. Provide an opportunity for catechists’ in-service. (usually available through the publisher.)
   b. Schedule parent orientation meetings, which should include an overview and the use of the religion series.