SAMPLE OUTLINE OF VOLUNTEER HANDBOOK

1.0 Parish / Diocesan Volunteer Policies
   1.1 Protecting God’s Children
   1.2 Fingerprinting
   1.3 Harassment
   1.4 Sacramental

2.0 Parish Personnel
   2.1 Parish Staff
   2.2 Religious Office Staff
   2.3 Other key leaders

3.0 Publications
   3.1 List web pages – check them out & decide which ones you want to list
      www.cdeducation.org/oym/connectons/netdir.htm
   3.2 Diocesan Graded Course of Study
   3.3 Good News Bytes
   3.4 Catechist Magazine
   3.5 RTJ Magazine
   3.6 Parish Newsletter
   3.7 Religious Education Newsletter
   3.8 Diocesan "Weekly Religion Ideas

4.0 Educational/Certification Opportunities
   4.1 Certification Classes
   4.2 Echoes of Faith
   4.3 Faith Formation Congress
   4.4 Teacher’s Meetings
   4.5 OCEA
   4.6 DeSales series
   4.7 Ministry Formation Office
   4.8 Youth Ministry Certification
   4.9 Diocesan Religious Education Certification
   4.10 Parish Opportunities
   4.11 Missions
   4.12 Adult Education Opportunities
   4.13 Consult the DRE

5.0 Textbooks
   (Explanation of what your parish uses-all textbooks, sacramental and human sexuality
   and supplemental books)

6.0 Student Information
   6.1 Registration
   6.2 Medical Information
   6.3 Class Lists and phone numbers
   6.4 Confidentiality policy
   6.5 Students with special needs
(will be discussed and advisement given through the director)

7.0 Classroom Management
   7.1 Preparation
   7.2 Lesson Schedules, Plans & Supplemental Ideas
   7.3 Attendance
   7.4 Class Times
   7.5 Expectations for Volunteers
   7.6 Fire Drills /Tornado Drills
   7.7 Weather Closing Policy
   7.8 Arrival /Dismissal
   7.9 Discipline

8.0 Policies
   8.1 Security
   8.2 Classroom Snacks and Parties
   8.3 Classroom Maintenance
   8.4 Communication notes to parents
   8.5 Candles in Classroom
   8.6 Taking Class Outside
      - Inform
      - What
      - When
      - Where

9.0 Support
   9.1 Mailboxes
   9.2 Music
   9.3 Supplies
   9.4 Copies
   9.5 Audio Visual Aides
   9.6 Diocesan media catalogue
   9.7 Library / Resource Materials
   9.8 Parish Facilities
   9.9 Family Folders
   9.10 Christmas Presents for students
   9.11 Classroom Budget
   9.12 Volunteer Parking
   9.13 Child Care for Volunteers

10.0 Job Descriptions
    10.1 Catechists
    10.2 Aides
    10.3 Hall Monitors
    10.4 Office Workers
    10.5 Music Catechists
    10.6 Other
11.0 Forms
   11.1 Lesson Plans
   11.2 Catechist Certification Request Forms/Evaluations
   11.3 Material Requests
   11.4 Copy requests
   11.5 Student Progress Reports
   11.6 Fire Drill/Tornado Drill
   11.7 Volunteer Absence Form

12.0 All Teacher-Catechists' Meetings
Volunteer Handbook Form To Return To Religious Education Office

Parish:

Address:

Phone: Fax:

I have received and read the Volunteer Handbook for the religious education program. I understand that I am responsible for and will abide by the information contained therein.

I have the following questions:

I have the following concerns:

I have the following comments:

I am interested in catechist certification:

I am available to take certification classes on the following day of the week and time:

Print Name

Signature

Date

Please bring this sheet to the first PSR class and turn into the office.

Please Note: This information was generated by the DARE board Spring 2005