

## NEW Catechist & Class Volunteer Application

*Thank you for your interest! It is the faith and commitment of our dedicated Catechists that is the cornerstone of our program. I, Elizabeth Bonutti-DRE, like to meet with all first-time prospective Catechists. When this completed application is received, you will be contacted for an appointment. Or if you prefer, you may call the RE office and schedule an appointment, 770-516-9699.*

**Name:** \_\_\_\_\_ **\*Cell phone:** \_\_\_\_\_

\*used for text communications

**Street Address/City/Zip:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ (our primary method of communication)

**Registered at St. Michael's? Yes/No** If not, please complete and attach a Parish Registration form.

# of years as a Catechist at SMA: \_\_\_\_\_ # of years at another parish: \_\_\_\_\_ Birthdate: \_\_\_\_\_

**Teaching Preferences:**

The class schedule is listed below. Please indicate: your first and second choices for grade, day, and time; and if you wish to **co-teach** with someone. You will receive an e-mail confirming your assignment. *Thank you.*

*Catechist, Adult Aide, Substitute, Teen Aide: age <18 yrs. old*

<b>I would like to</b>	<b>Teach</b>	<b>Adult Aide</b>	<b>Special Needs Aide</b>	<b>Teen Aide</b>	<b>Sub</b>	<b>I would like to co-teach with:</b>
	<u>Grade</u>	<u>Day</u>	<u>Time</u>			
1 <sup>st</sup> Choice	_____	_____	_____	I would like my child in my class (if appl.)		
2 <sup>nd</sup> Choice	_____	_____	_____	<b>Yes / No</b>		

When you are accepted as a volunteer, you'll receive instructions on how to register your child(ren) for class online.

I have a child with special needs: Name \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

I need the nursery for # \_\_\_ child(ren). Their names and ages are:

\_\_\_\_\_

GRADE LEVELS OFFERED:	CLASS TIMES
	<b>Sunday</b>
Grades: 4 year old/Kindergarten (together), 1 <sup>st</sup> through 5 <sup>th</sup>	9:00am-10:15am or 11:00am-12:15pm
Sacramental Prep: 4 <sup>th</sup> & 5 <sup>th</sup> (together); 6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> (together)	9:00am-10:15am
Grades: 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> (Middle School)	3:45-5:00pm
Confirmation Preparation Year 1 & 2 (Usually Grades 9 & 10)	3:45-5:15pm
	<b>Wednesday</b>
Grades: 4 year old/Kindergarten (together), 1 <sup>st</sup> through 5 <sup>th</sup>	5:00pm-6:00pm
Grades: 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup>	6:30pm-7:45pm
Grades: 6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> (Middle School)	6:30pm-7:45pm
Confirmation Preparation Year 1 & 2 (Usually Grades 9 & 10)	6:30pm-8:00pm

**Class Length**

All Confirmation Preparation (9<sup>th</sup> & 10<sup>th</sup>) classes are 90 minutes. All Sunday classes and Wednesday 6:30pm classes are 75 minutes.

**Continue to reverse side for signatures and fees.**



\*\*\*\*\*

**For Office Use:** Date Received: \_\_\_\_\_ Update P/S Leader List: \_\_\_\_\_ Book provided: \_\_\_\_\_ **Class Assigned:** \_\_\_\_\_

**Date VIRTUS/SE Email Sent:** \_\_\_\_\_ **Signed up for VIRTUS class:** \_\_\_\_\_ **Date VIRTUS/SE Completed:** \_\_\_\_\_

**Adult Photo Release Form:** I hereby give permission for St. Michael the Archangel Parish and the Archdiocese of Atlanta and any of its affiliated organizations, including, but not limited to *The Georgia Bulletin*, to use my name and/or photograph for promotional, news, or public relations in print and/or electronic media.

Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_



Signature: \_\_\_\_\_

**PSR Children's Registration For Approved Catechists & Adult Volunteers:**

When you are accepted as a volunteer, you'll receive instructions on how to register your child(ren) for class online. You will receive a confirmation email and tuition statement when they are registered. As you may know, we have over 130 Catechists with about 300 Catechists' children enrolled in our program.

**Our reduced fee structure for children of Catechists or Adult Volunteers:**

Class Fees:	\$30 per child (receiving no sacraments)/\$90 max per family
2 <sup>nd</sup> grade/Sacramental Prep year II child:	\$60 (total - includes additional materials & books)
Year I Confirmation Prep child:	\$90 (total - includes retreat & materials)
Year II Confirmation prep child:	\$60 (total - retreat & materials)

**Diocesan Requirements:**

All volunteers must complete the Archdiocesan Safe Environment/VIRTUS Training Program and renew every 5 years. You will be notified when it is time to renew.

**CATECHIST AGREEMENT**

- I will follow the Precepts of the Catholic Church; be a person of faith whose lifestyle bears a witness to the message of the Gospel and Catholic teachings; to be a prayerful, positive, Catholic role model for the students and families.
- I will always support and present the teachings of the Roman Catholic Church as Truth. All class teachings are to be in accordance with the Magisterium of the Roman Catholic Church. The classroom is not a forum for personal beliefs not in conformity with the Magisterium.
- I will make a good faith commitment to have excellent attendance and provide timely notification to the DRE when an absence is necessary. Be in the classroom at least 20 minutes before class to prepare the classroom and greet students.
- Come to each class fully prepared; pray to the Holy Spirit for guidance before preparing class lessons.
- Pray before class, invoking the Holy Spirit to guide your words and actions; begin and end each class praying with your students. Get to know your students; knowing their name is very important to them.
- Make an effort to involve parents by informational letters, homework, and prayer/classroom/project help.
- I will continue my own faith formation through participation at workshops, courses, retreats, bible studies or other avenues.

- Archdiocesan Basic Catechist Certification Requirements. The Archdiocese requires Catechists to be certified. The requirements will be explained during your interview.
- **Attend the Mandatory St. Michael's Catechist Orientation/In-service in the beginning of August.**
- Attend the Catechist Faith Formation Day in mid-August.
- Attend several Catechist meetings/classes held at St. Michael's during the year.
- Attend Adult Faith Formation programs to continue your ongoing, life-long faith formation.



**SIGNATURE:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**NEED MORE INFORMATION OR HAVE QUESTIONS?**

**Contacts:**

*Elizabeth M. Bonutti*, Director of Religious Education 770-516-9699 ebonutti@saintmichaelcc.org  
*Diane Hanson*, RE Administrator/Registrar 770-516-9699 dhanson@saintmichaelcc.org

**St. Michael the Archangel: Religious Education Catechist Application Form**

*Please help me get to know you a little better by completing these questions. A Catechist represents our Church and its teachings. Please drop the form off at the RE Office. When this completed application is received, you will be contacted for an appointment. Or if you prefer, you may call the RE office and schedule an appointment, 770-516-9699. Thank you and God Bless! Elizabeth M. Bonutti-DRE*

Name: \_\_\_\_\_

Phone# \_\_\_\_\_ Email: \_\_\_\_\_

1. Are you a registered member of St. Michael the Archangel? Y/N
2. Are you Roman Catholic? Y/N
3. Sacraments celebrated (check if yes): Baptism\_\_\_\_ First Eucharist\_\_\_\_ Confirmation\_\_\_\_

4. In good standing? Y N-please explain:

\_\_\_\_\_  
\_\_\_\_\_

5. If married-married in the Catholic Church? Y N-please explain:

\_\_\_\_\_  
\_\_\_\_\_

6. I have been faithfully living the Precepts of the Catholic Church (see back page). Y/N

7. Is there any fact or circumstance involving you that would call into question your being involved in catechetical ministry? Y/N If "Yes" please explain here or during interview.

\_\_\_\_\_  
\_\_\_\_\_

8. What is your profession? \_\_\_\_\_

If you are or have been in a teaching position, what grades/years taught?

\_\_\_\_\_  
\_\_\_\_\_

9. Have you taught RE classes before? Y/N If so, where and how many years?

\_\_\_\_\_  
\_\_\_\_\_

What grades? \_\_\_\_\_ Which age group do you prefer? \_\_\_\_\_

10. Why have you chosen this ministry? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

11. Have you had any type of Teacher/Catechist training? Y/N \_\_\_\_\_ If so, please list/describe your experiences:

\_\_\_\_\_  
\_\_\_\_\_

Please attach a typed list of any Catechist Certification you already have and/or classes, conferences, you've attended towards Certification; and list any Catholic bible studies, retreats, you've attended in the past 2 years. (Please provide a copy of any class certificates).

\_\_\_\_\_  
\_\_\_\_\_

12. Please list any other ministries with which you are involved:

Within St. Michael's Parish: \_\_\_\_\_

Outside of St. Michael's Parish: \_\_\_\_\_

13. List three references:

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
(1)	_____	_____	_____
(2)	_____	_____	_____
(3)	_____	_____	_____

**Catechist Expectations:**

A Catechist is a role model of Catholic teachings and values. Catechists are expected:

- † to follow **The Precepts of the Catholic Church**
  - A. You shall attend Mass on Sundays and Holy days of Obligation.
  - B. You shall confess your sins at least once a year.
  - C. You shall humbly receive the Lord Jesus in Holy Communion at least during the Easter season.
  - D. You shall observe the Holy Days of Obligation.
  - E. You shall observe the prescribed days of fasting and abstinence.
  - F. The faithful have the obligation of supporting the Church.
- † to present a prayerful, positive, Catholic role model for students, families and others.
- † to teach Catholic Church teachings; the Re program is not a forum for personal beliefs not in conformity with these teachings.
- † to continue his/her own faith formation through participation at workshops, courses, retreats, bible studies or other avenues.
- † to follow St. Michael's catechetical program, to prepare lessons, organize activities, assign homework, follow-up and seek assistance as needed toward that aim.
- † to understand this is a relational ministry in which getting to know your students and their families is important. Therefore phone calls, emails, letters, newsletters and other forms of communication to involve parents are essential.
- † to understand that a Catechist is to both teach and evangelize by word and action.
- † to make a good faith commitment to have excellent attendance and when an absence is necessary to provide timely notification of this to the DRE.
- † to always pray to the Holy Spirit before preparation for the class and directly prior to the class. Never underestimate the power of prayer or of the Holy Spirit!!

**As a Catechist I will follow the Precepts of the Catholic Church. I have read the Catechist Expectations and I will discuss any questions or concerns with the DRE.**



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date