Coordination of the Religious Education Program, Pre-School through Eighth Grade
Job Description

The message of Jesus about God is Good News for humanity. Jesus proclaimed the Kingdom of God, a new and definitive intervention by God, with a transforming power equal and even superior to His creation of the world. In this sense, Christ proclaims salvation as the outstanding element and, as it were, the central point of His Good News. This is the great gift of God which is to be considered as comprising not merely liberation from all those things by which human beings are oppressed, but especially liberation from sin and from the domination of the evil one, a liberation which incorporates that gladness enjoyed by everyone who knows God and is known by him, who sees God and who surrenders trustingly to Him. Catechesis transmits this message of the Kingdom, so central to the preaching of Jesus. In doing so, the message is gradually deepened, developed in its implicit consequences, and thus manifests its great repercussions for human beings and the world.

(GDC 101)
Coordination of the Catechetical Program  
Pre-School Through Eighth Grade (GDC 84 – 87)  
Job Description

The Purpose of the Religious Education Program

The fundamental tasks of the Religious Education Program are:
- to promote the knowledge of the faith,
- to give moral formation,
- to provide liturgical education,
- to teach to pray,
- to educate for community life,
- to initiate into the missionary dimension.  

(GDC 85 – 86)

The child experiences Catholic life in the home and in the parish, learning from the experiences of these two environments how to live as a faithful Catholic person. The role of the Religious Education Program is to provide intellectual enlightenment about the Catholic life which the child is already living, and to foster the child’s faith development by accomplishing the fundamental tasks in an age-appropriate way. Thus, the Religious Education Program helps the child and his/her family to understand, ever-more-deeply, the meaning of the Sunday Mass which the family regularly attends.

Supervision

By definition, the person designated by the Pastor to be the primary, on-site supervisor of the Parish Religious Education Program is the Director or Coordinator of Religious Education and is recognized by this title in the Catechetical Office documents, communications and files.

The Director* of Religious Education is the person who is actively present throughout the entire length of each session until each child* has been safely entrusted back to the care of the parent* or designated adult.

In the Religious Education Program, the purpose of supervision is to enable the ongoing formation of children as disciples of Jesus and members of the Catholic Church, a formation accomplished in an environment that consistently promotes the safety and well-being of each child.

The Director follows the policies and directives of the Archdiocesan Catechetical Office by administering the Parish Religious Education Program under its guidance, working closely with the Regional Catechetical Director as well as with the Director and staff of the central office.

*For the sake of brevity also, the title “Director” is used throughout and refers to the Catechetical Administrator of the Religious Education Program, whether Director or Coordinator. Only the word “parent” will be used throughout the Guidelines to refer to the child’s primary caretaker, whether parent or guardian. The word “child” will be used to refer to both children and adolescents.
**Relationship with Catechists**

- **Recruitment and Selection of Catechists**
  - Communicate to the Parish an understanding of the role of the Catechist in the life and mission of the parish and the esteemed place Catechists hold in the tradition of the Church (*GDC 163 – 164*).
  - Recruit and select Catechist and catechist substitutes according to the guidelines in the Handbook section *Personnel Guidelines*.
  - Secure the Pastor’s approval for the choice of each Catechist before the final selection is made.

- **Formation of Catechists and Catechist Substitutes**
  - Require participation in the Archdiocesan Catechist Formation Program, Levels 1 and 2 according to Handbook section *Catechist Formation* to be completed within 5 years.
  - Encourage Catechists who have completed Level 1 and 2 to enroll in the N.Y. Catholic Bible School Program, which provides Levels 3 and 4 Catechist Formation.
  - Schedule the Archdiocesan Catechetical Forum as a regular part of the year’s program, and provide for the Catechists’ attendance.
  - Publish a Catechist Handbook, based on the Archdiocesan model and secure the approval of the Pastor before publication.
  - Prepare a yearly calendar for the program, including those Archdiocesan regional and parish catechetical meetings and events in which Catechists are expected to participate. Secure the approval of the Pastor before finalizing it.
  - Instruct the Catechists and Catechist substitutes and supervise them regularly in the fulfillment of their responsibilities for the safety and well-being of the students according to Handbook section *Safe Environment*.

- **Ongoing Formation of Catechists and Catechist Substitutes (GDC 156)**
  - Regularly observe the teaching of each Catechist by following the directives in “Elements of Ongoing Supervision/Formation of Catechists” in Handbook section *Personnel Guidelines*.
  - Meet with the individual Catechists at least once a semester.
- Provide ongoing training in the use of the Archdiocesan Guidelines for Catechesis and the Catechist’s manual of the basal textbook series used in the program.

- Provide ongoing training in the management of the learning environment as needed by individual Catechists and Catechist substitutes.

- Help Catechists to become effective leaders of prayer, able to use a variety of prayer styles; ensure that they include a prayer experience in each session.

- Organize and conduct Catechist meetings approximately every six weeks.

- Review at Catechist meetings the six fundamental tasks of catechesis --
  to promote the knowledge of the faith,
  to give moral formation,
  to provide liturgical education,
  to teach to pray,
  to educate for community life,
  to initiate into the missionary dimension (GDC 85 – 86),
and discuss ways to effectively accomplish these tasks.
Invite the Pastor to participate in these discussions.

- Development of faith-community among Catechists and staff (GDC158).
  - Seek ways in which the Pastor can actively participate in building faith-community with the Catechists.
  - Organize a day or part of a day dedicated to reflecting and praying together at least once a year, and include when possible the celebration of a special Mass with the Catechists by the Pastor.
  - Provide for regular prayer together as a catechetical community before or after the program sessions.
  - Foster supportive relationships among the Catechists by such simple means as having refreshments available before and after religious education sessions.
  - Arrange appropriate celebrations and expressions of gratitude throughout the year and highlight the Pastor’s expression of gratitude whenever possible.

- Personnel Management
  - Implement carefully all requirements listed in Handbook section Personnel Guidelines.
  - Consult the Pastor in all personnel issues that are conflictual or have potential legal implications, recognizing that he is the ultimate authority of the parish.
Program Development

- Ensure that the Religious Education Program is offered every year for grade levels K or 1 through 8 according to the Archdiocesan mandate. A Sacrament-only Parish Religious Education Program is not acceptable.

- Provide preschool and kindergarten catechetical programs giving preference to the *Catechesis of the Good Shepherd* (see Archdiocesan Guidelines for Catechesis, Pre-Kindergarten through Grade Six) (GDC 177-180).

- Provide sacramental catechesis for reception of First Penance, First Eucharist, and Confirmation according to Handbook section Sacrament Programs.

- Provide catechetical formation for the children and youth of the parish who have special learning needs (see Catechetical Office book: *Recognizing the Gift: A Parish Resource Guide for Welcoming Children with Disabilities*).

- Ensure that unbaptized children in grades 2 through 8 are enrolled in the Children’s Catechumenate. (Note: They return to Religious Education after Baptism.)

- Provide Family Catechesis for all in the program according to the Catechetical Office norms in Handbook section Family Catechesis.

- Select a single textbook series, grades 1 through 6, in accordance with the Archdiocesan Guidelines for Catechesis, Pre-K through Grade 6, the needs of the children of the parish, and the capabilities of the Catechists (GDC 119).

- Select materials/program for effective seventh and eighth grade catechesis in accordance with the Archdiocesan Guidelines for Catechesis, Grade 7 & Grade 8 (GDC 119).

- Ensure that the textbooks and teaching materials used in the program are in conformity with the United States Catholic Conference list of approved textbooks.

- Collaborate closely with parish and archdiocesan leadership in order to encourage youth to continue their faith formation through youth ministry and high school catechesis programs.

- Develop catechetical enrichment opportunities such as summer Bible school, days of prayer.

- Discuss program development with the Pastor regularly and submit all major changes and innovations to him for approval.

- Encourage and direct Catechists in the use of media to enhance their catechetical presentations and facilitate access to the appropriate technological equipment. (See Handbook section online: Computer and Online Resources.)
- Organize liturgical celebrations of the Eucharist and the Sacrament of Penance for all children at least once a year, either through individual group sessions, or total-program celebrations.

- Evaluate annually the various dimensions of the Catechetical Program – personnel, textbooks, program administration. Plan and carry forward the evaluation with the Pastor, and involve Catechists as appropriate.

**Program Administration**

- Work with the Pastor to create among Catechists, staff, parents, children, families, a community of faith, centered on Jesus and united in His Holy Spirit so that faith formation takes place by experience as well as by teaching

- Ensure that all the requirements outlined in the Handbook section Safe Environment are fulfilled.

- Administer the Religious Education program in full accord with the Handbook sections Program Requirements.

- **Organization of Space for Religious Education Program**
  
  - Request from the Pastor the provision of adequate space to meet the needs outlined here and ensure that it is properly maintained and kept in good order.

  - Set up a Religious Education office which includes desk and office furniture as needed, telephone, computer with internet access and the appropriate software, a printer and a copier to serve the copying needs of the Catechists.

  - Ensure that the Religious Education office has adequate filing cabinets so that all records of children, youth, and Catechists can be kept securely in locked files. Note: These records should not be maintained off parish property or stored in unsecured places on parish property.

  - Ensure that throughout every session of the Religious Education Program, the Director has access to a system for alerting all Catechists and children immediately (e.g. a public address system; a bell system).

  - Organize a gathering place sufficiently large for the Catechists to meet and which includes individual space for each Catechist's teaching materials.

  - Set up Religious Education Office files according to the template provided in this section and entitled “Essential Contents of Religious Education Office File”.

  - Provide a resource library for Catechists, including Catechists’ manuals from major textbook series and CD’s, DVD’s, periodicals and books for the spiritual, scriptural and professional development of the Catechists.

  - Provide for the program learning spaces that are comfortable and conductive to learning, with good lighting and safe physical features.
• Management of the Budget

Every Director of Religious Education makes and follows a budget for the program.

- Begin the budgeting process in the spring by discussing with the Pastor how the Religious Education budget expresses the high priority given to this central parish mission by the documents of the Church. (See Budget Worksheet in this section of Handbook)

- Prepare the draft of the budget recognizing the important role the budget plays in accomplishing the purpose and goals of parish Religious Education.

- Submit the draft budget to the Pastor whose responsibility it is to make the final budgetary decisions and to give the final acceptance of the budget.

- Arrive at a clear articulation of the Religious Education Program goals for the coming fiscal year as reflected in the budget and as mutually agreed upon between Pastor and Director of Religious Education.

- Understand that the Pastor may seek advice on the draft budget from the Parish Financial Manager. Upon receiving advice from the Financial Manager, the Pastor brings the budget back to the Director of Religious Education and together they work through the advice given. Or, preferably, the Director of Religious Education also attends the Pastor’s meeting with the Parish Financial Manager. It is the Pastor who gives final approval to the Religious Education Budget.

- Work with the families who cannot or do not pay the registration fee in order that no parishioner is refused participation in the Parish Religious Education Program for this reason. Seek the guidance of the Pastor throughout this process.

- Provide information and advice to the Pastor on recommendations from IPF which affect the parish Religious Education Program.

- Make all decisions in administering the Program in fidelity to the approved budget.

- Manage the program’s weekly expenses according to the approved budget.

- Account accurately to the Pastor on the collection and disbursement of all Religious Education funds in accordance with Archdiocesan directives.
Management of the Program

- Develop written program policies to be approved by the Pastor and to be made available as appropriate to parish leadership, Religious Education staff, and the families of children in the program; these policies are drawn from the Archdiocesan Handbook and adapted to the local parish situation. (GDC 165).

- Work with the Pastor to provide secretarial assistance for the Program.

- Ensure that the program name does not include the word “school”, a word which has connotations that are inappropriate and even incorrect for a parish Religious Education program.

- Hold registration in the spring, keeping in mind the over-riding importance of doing all possible to accommodate families.

- Handle late registrations with flexibility and compassion, doing all possible to provide for the religious education needs of each family.

- Organize the program’s registration information so that the class lists and necessary instructional materials will be available to the Catechists well before their first session with the children.

- Plan at least 30 Religious Education sessions per year to take place between September 1st and June 30th in fulfillment of the Archdiocesan mandate.

- Ensure that each session lasts at least 90 minutes in fulfillment of the Archdiocesan mandate.

- Plan formal Family Catechesis sessions each year from September through August according to the approved Archdiocesan models. Plan a sufficient number of these sessions to ensure that each family with children in the program can attend 5 hours of Family Catechesis every year.

- Organize non-graded sessions for children whose needs cannot be accommodated in the regular graded sessions.

- Structure ways to make up course material missed by children/youth who have registered late, have missed the material through absence, or have not sufficiently grasped the lessons taught.

- Implement carefully all contained in the Handbook section Program Requirements; keep the Pastor informed on any significant difficulties in this implementation.

- Develop and implement a Crisis Management plan according to the directives in Handbook section Emergencies and Crisis Management.

- Organize and hold fire drills, a shelter-in-place drill and a lock-down drill at least once a semester carefully following the instructions in the Handbook section Emergencies and Crisis Management.
- Become knowledgeable of the directives for accidents, illness and emergencies found in the Handbook section *Emergencies and Crisis Management* and *Program Requirements* in order to be ready to follow them at a moment’s notice.

- Remain available before and after the Religious Education sessions each week to serve the needs of children and youth, parents, and Catechists.

- **Communication with Parents**
  - Establish clear channels through which Catechists may communicate with the parents of the children in their session, either as a whole group or individually.
    - All written communication with parents should be copied to the Director.
    - All notifications and letters sent by Catechist to parents must be pre-approved by the Director.
    - Catechists must follow the directives for use of social media found in the Handbook section *Use of Technology*.

- Advertise the Religious Education Program for several weeks prior to registration, using both public and parish means of communication.

- Develop with the Pastor a program of parish outreach to find children not currently attending the Religious Education Program and give the identified families a personal invitation into the program.

- Publish a Parent Handbook using the model handbook provided by Archdiocesan Catechetical Office; secure the approval of the Pastor before publication.

- Send to all parents a calendar for the year which clearly identifies dates and times for Religious Education sessions, holidays, parent meetings, and special events of the program such as the celebration of First Eucharist and Confirmation.

- Organize meetings for parents, such as an introductory evening when parents meet the Pastor and the Religious Education Program personnel and receive an overview of the year’s program.

- Incorporate a variety of prayer forms into the parent meetings such that each meeting includes praying with the parents.

- Develop and maintain an evaluation system to communicate to Parents the progress of their children in the understanding of the faith.

- Write letters to all parents as appropriate; encourage the Pastor to do so also.

- Contact individual families when the needs of their children call for it.

- Be available to confer with parents, offering help and information, and in collaboration with the Pastor, seeking appropriate assistance to problems that go beyond the Religious Education program.
Attention to the Requirements of Multi-Cultural Catechesis (GDC 109, 202-206)

- Identify the racial, linguistic and ethnic groups in the Religious Education program.

- Work with Pastor and Catechists to foster genuine appreciation and a sense of belonging for each culture represented in the program.

- Affirm authentic values expressed in family traditions, social customs and religious devotions, and help people to discern those elements in their culture which impede their human and Christian development (GDC21).

- Seek to understand, for the various racial and ethnic groups in the program, their present sense of identity with the Church and make this a starting point for Catechesis.

- Build on the religious experiences of the group by incorporating into the Religious Education program the language, symbols and traditional values of the cultures of the participants (GDC 110).

- Ensure that the various racial, linguistic and ethnic groups in the Religious Education Program take part as appropriate in the planning of Religious Education programs and events.

- Be aware of the socio-economic and family circumstances of the families and plan programs that in actuality meet their needs and address their situations (GDC 192).

- Be careful to address language requirements of children and youth in the program and their parents, who do not understand the language used by the parish majority.
**WORKSHEET FOR CATECHETICAL PROGRAM BUDGET: 20__ 20__**

Parish Name:___________________________   Parish Code:__________

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**DISBURSEMENTS (EXPENSES)  (Totals from second page)**

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**SUBMITTED TO PASTOR:**

Director/Coordinator:___________________________ Date______

**APPROVED:**  Pastor:___________________________ Date_______
**Detailed Descriptions**

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Essential Contents of Religious Education Office File

**Administration File**

Annual Report for each year *(to be kept always in program archives)*
Current year’s Safe Environment Roster
Program Budget
Floor plan of all areas where Catechetical sessions are held *(also posted)*
Emergency procedures including Crises Management Plan
Record of each drill: fire, lock-down, shelter-in-place
Record of any emergency evacuation

*Note: Building inspection report is kept in the parish’s file, but Director refers to it in deciding where Catechetical sessions will be held.*

**Catechist Files which are always kept locked**

Catechist Application and references, including a written record of the date the reference was checked and by whom, and a careful summary of what was said.
Authorization & Disclosure for Background Check *(unless parish entrusts these to someone other than Director)*
Catechist Formation/Certification Record
Observation/Evaluation done during Catechist’s first year & on a regular basis thereafter
Ongoing Formation Record
Catechist’s Emergency Medical Information, if any, in a sealed envelope,
Documentation of undesirable behavior and communication regarding it:

> Personal notes of the Director about a situation should not be kept in this file but rather in the Director’s own confidential file. Insert in this file only statements regarding the situation that are signed by both Director and Catechist.

*When Catechist leaves parish program, file is placed in inactive file and kept at least 7 years. However, if Catechist is dismissed for extremely poor teaching or misconduct, file should be kept “in perpetuity.”*

**Children and Family Files which are always kept locked**

Permanent record card *(to be kept for 60 years)*
Student information record containing emergency information
Signature Card signed by parent/guardian on receipt of Program Handbook
Student Progress Report *(to be kept for 2 years after student leaves program)*
Information on absences *(to be kept for 1 year after end of academic year)*
Accident Reports *(to be kept for 4 years or, if it involves a student, until the student turns 22)*
Attendance registers *(to be kept for 6 years)*
Parental permission for trips *(to be kept for 1 year after end of academic year unless there is an incident or accident on the trip requiring a longer retention period)*
Documentation of unacceptable behavior, communication with parents regarding it, and decisions reached. This file is strictly confidential and should not be transferred to any other parish program and/or individual.
Safe Environment Parent Opt-Out Form *(if applicable)*
Summary of Supervisory Responsibilities
of the Director/Coordinator of Religious Education
for each Weekly Session

This summary is drawn from the Job Description

Assisted by a team of competent adults, supervise all children and youth in the program at every moment to ensure that no child/youth is ever in a potentially compromising or dangerous situation.

- e.g. a catechist alone with a child behind a closed and windowless door,
  a younger child bullied by an older in a bathroom, closet or hallway,
  adolescent(s) in an unsupervised situation.

Maintain constant supervision of Catechists and other adults to ensure that their management of the children is according to state and archdiocesan norms.

Supervise the Catechists as they teach their sessions, and correct any inappropriate teachings.

Handle appropriately children who disrupt a session and need to be sent by the Catechist to the Director/Coordinator, and work appropriately with the parents of this child.

Maintain a fool-proof substitute system in case a Catechist cannot come to a session or becomes sick during a session.

Monitor access to location where religious education is taking place to ensure that unauthorized persons report directly to the Director/Coordinator and are not in areas where there are children.

Develop and follow proper dismissal routines which ensure that each child is dismissed into the care of the parent.

Guard against the dismissal of a child to a non-custodial parent.

Develop a procedure for parent notification of the absence of their child on a given week, and maintain constant vigilance so that the parent is immediately notified if a child believed to be in religious education is in fact absent.

Ensure that the rigorous Safe Environment requirements are followed, including background checks and training of all catechists and adults working with the program.

Also remain alert to signs of child abuse or neglect taking place in a situation outside the religious education program and if such signs become apparent, follow the directives of the Safe Environment Office.
Secure and maintain for each child, the medical records and written parental directives needed in case of a medical emergency, and follow these to the letter

   e.g. allergic reaction to bee sting or food allergy,
   bodily harm to a child during Religious Education session

Develop and follow the state-required emergency procedures:

   -fire drills and actual fire emergencies,
   -crisis management plan and actual management of such emergencies as a lock down or shelter-in-place,
   -response to an unauthorized person in the building while classes are in session,
   -weather-related emergencies requiring immediate dismissal

Conduct in a compassionate and professional manner interactions with parents and develop and oversee a clearly defined procedure for parent interaction with the Catechist

Ensure that the location for each grade-level is appropriate, safe and basically comfortable, including:

   -easy exit in case of fire, with all fire doors in working condition,
   -appropriate heat and ventilation,
   -each session visible from a corridor to supervising adult,
   -appropriate chairs and desks/tables for all children,
   -healthy space (e.g. no mold issues),
   -low noise level so teaching can be heard

Ensure that the Internet with its social media opportunities is used by Catechists and all adults in the program according to the norms of the Safe Environment Office
MONTHLY CALENDAR OF DIRECTOR/COORDINATOR RESPONSIBILITIES  
(GDC 211)

August

Meet with Pastor on plans for coming academic year.

Mail parents the program calendar, parent handbook with signature card, the calendar and instructions for Sacramental Programs, any additional information for the coming academic year.

Mail Catechists the calendar, Catechist Formation Schedule and agenda for September Catechist meeting.

Prepare class lists: make provision for students with special needs.

Prepare crisis management plan.

Note catechists' birthdays by month in order to give personal acknowledgement.

September

Hold Catechist meeting to provide orientation for the new academic year.

Have training sessions for new Catechists.

Plan with Catechists how they will attend the Catechist Formation classes.

Conduct Catechist Commissioning at Mass on Catechetical Sunday.

Begin program no later than the 2nd week of September in order to complete the required 32 sessions by the end of June.

Register Catechists for Catechetical Office Forum if this has not yet been done.

Mail out/request records of students moving to/coming from another parish.

Send in Crisis Management Plan to Regional Catechetical Office by October 1.
October

Have Parent open-house.

Bring all Catechists to Catechetical Office Forum.

Hold first fire-drill, lock-down drill, and shelter-in-place drill.

For pastoral reasons, allow for late registration throughout the fall.

Check and correct Safe Environment Roster and return to Regional Catechetical Office by October 24.


November

Hold Catechist Meeting.

Begin formal class observations for Catechists to be certified as well as for a number of other Catechists so that within 2 years (3 for larger program) all will have been formally observed.

Throughout the year follow a regimen of informal observation visiting 5 to 6 classes in an hour – listening and watching in the halls and going into the back of classrooms for a few minutes to get a sense of the teaching/learning situation.

During the week of Thanksgiving, insure that the Pastor expresses public gratitude to the Director and Catechists of the Religious Education Program (e.g. in Parish Bulletin, from pulpit).

Plan how Advent will be observed in the program.

December

Have staff Christmas celebration and give each Catechist a meaningful gift to thank them in the name of the parish for all they do to bring the Good News into the lives of the parishioners in the Religious Education Program.
January

Hold Catechist meeting.

Plan with Catechists how they will attend Catechist Formation classes.

Begin individual meetings with Catechists to discuss their growth and development in catechetical skills as well as the progress of their class, and to share results of on-going supervision.

Conduct Safe Environment educational sessions with all children/youth.

Mail student evaluations to parents.

Plan how Lent will be observed in the program.

February

Meet with Pastor for updating and evaluating the progress of the program.

Work personally with Archdiocesan Compensation Guidelines to ascertain place on compensation scale; seek help from Regional Director as needed.

March

Hold Catechist meeting.

Begin advertising the spring registration for next year’s catechetical program.

Prepare and negotiate budget for coming year using *Worksheet for Catechetical Program Budget*.

Hold fire drill, lock-down drill, and shelter-in-place drill.

Make arrangements to obtain a Bishop for Confirmation for the following academic year.

In first half of month, submit a letter of intent to the Pastor as defined in the timeline for contract negotiation.

In second half of month, meet with Pastor for contract negotiations.
April

Check and correct Safe Environment Roster and send to Regional Catechetical Office by April 10.

Complete Safe Environment Yearly Report of total number of children/youth on each grade level who have received safe environment instructions. Return to Regional Catechetical Office by May 1.

Hold registration of students for coming academic year.

By April 15th both Pastor and Director/Coordinator sign Agreement of Employment.

Plan and organize summer sessions (e.g. Bible School, Vacation Program).

May

Hold Catechist meeting.

Mail student evaluations to parents.

Request evaluation of year’s program from each Catechist. Discuss with each Catechist the experience of the year, their recommitment to teach the following year, including the grade level and any recommendations or conditions for their return or termination if necessary.

After last session, collect *Guidelines for Catechesis* and Catechist’s Manual from those not returning.

June

Send in Early Bird Registration for Catechetical Congress.

Meet with Pastor to evaluate year.

Have an end-of-year celebration with Catechists and Pastor.

Record First Communion and Confirmation information in parish book, unless this is done by parish secretary.

Send notice of Confirmation to parish where each newly confirmed was baptized.

Submit to Regional Office applications of those to be certified. Send names of Catechists who should receive Medal of Honor to Director of Catechist Formation.
**Summer**

Administer summer sessions (e.g. Bible School, Vacation Program).

Formulate plans for coming year.

Interview and select new Catechists.

Review and update Catechists Handbook.


Update files.

Order books and purchase materials for coming academic year, including certificates for sacramental programs (First Communion, First Penance, Confirmation).

Plan program calendar for the year, including dates of all classes and holidays, snow days, all parent and catechist meetings, Catechetical Congress.

Prepare for Pastor the final report of actual Catechetical Program expenses.

**Additional responsibilities to be scheduled into the monthly calendar:**

Attend Regional Catechetical Meetings.

Attend ongoing formation opportunities offered by the Archdiocese.

Plan for First Penance, First Communion and Confirmation.

This planning should include meeting with the Pastor, school Principal and the Catechists involved.

The dates for parent sessions, ceremonies, days of prayer, interviews, etc. that are part of the Sacramental programs should be included in the calendars that parents and catechists receive in September.

The Bishop for the Confirmation Ceremony should be invited at least six months before.

Plan opportunities for spiritual renewal for Catechists on the local level (day or evening of prayer together), and take advantage of those offered on the regional and Archdiocesan levels.

Attend regular meetings of Pastor with parish staff.

Attend parish council meetings regularly.