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Monthly Responsibilities of the Director/Coordinator of Religious Education

August

- + Meet with Pastor on plans for coming academic year.
- + Mail parents: program calendar, parent handbook with signature card, Sacrament Programs calendar and instructions, any additional information for the coming academic year.
- + Mail Catechists: program calendar, Catechist Formation Schedule, dates for Catechist meetings and events, Archdiocesan Catechetical Forum information and registration, 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 acknowledgements.

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 30 sessions by the end of June.
- + Register Catechists for Archdiocesan Catechetical 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 *Archdiocesan Catechetical Forum*.
- ✚ Hold first fire-drill, lock-down drill, and shelter-in-place drill.
- ✚ For pastoral reasons, allow for late registration throughout the fall.
- ✚ Update *Safe Environment Roster* and return to Regional Catechetical Office by October 24.
- ✚ Complete *Annual Report* on-line by November 1.

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

- ✚ Hold staff Christmas celebration. 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 children and families through 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 Religious Education 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 Religious Education 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 negotiations regarding the Agreement of Employment.
- ✚ In second half of month, meet with Pastor for negotiations regarding the Agreement of Employment.

April

- ✚ Update 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 received safe environment instructions. Send to Regional Catechetical Office by May 1.
- ✚ Hold program registration of children/youth for coming academic year.
- ✚ By April 15th both Pastor and Director/Coordinator sign Agreement of Employment.
- ✚ Plan summer sessions of Religious Education program (e.g. Vacation Bible School).

May

- ✚ Hold Catechist meeting.
- ✚ Mail children's evaluations to parents.
- ✚ Request evaluation of year's program from each Catechist.
- ✚ Discuss with each Catechist their experience of the year, their recommitment to teach the following year including the grade level, and any recommendations or conditions for their return or their termination if necessary.
- ✚ After last session, collect *Guidelines for Catechesis* and the Catechist's Manual from those not returning.

June

- ✚ Send in Early Bird Registration for *Archdiocesan Catechetical Forum*.
- ✚ 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 Archdiocesan 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.
- ✚ Review and update Parent Handbook.
- ✚ Update files especially essential Religious Education Office files.
- ✚ Order books and purchase materials for coming academic year, including certificates for sacramental programs (First Communion, First Penance, Confirmation).
- ✚ Plan program calendar for coming academic year, including dates of all classes, holidays, snow days, parent & catechist meetings, Sacrament meetings, *Archdiocesan Catechetical Forum*.
- ✚ Submit to Pastor the final budget report on the actual Religious Education Program expenses.

Additional Responsibilities to be Scheduled into this Monthly Calendar

- ✚ Attend Regional Catechetical Meetings.
- ✚ Attend ongoing formation opportunities offered by the Archdiocese.
- ✚ Plan for First Penance, First Communion and Confirmation.
- ✚ *The planning sessions should include as appropriate, the Pastor, the Catechists involved in preparing the children for Sacraments, and where there is a school, the Principal.*
- ✚ *Dates pertinent to sacramental preparation, such as the additional sacramental preparation sessions for children, parent sessions, ceremonies, days of prayer, interviews, 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.