Prayer for Catechists

Heavenly Father,
in your goodness bless all catechists
of the Archdiocese of Philadelphia.

Send your Spirit upon them
to be living witnesses
to Your message of love
and salvation.

Deepen their understanding
of Your Holy Word
so they may faithfully teach
the truth revealed
by your son, Jesus Christ.

Strengthen their resolve
to be true sons and daughters
of Your holy Catholic Church.

We ask this in the name
of Jesus, the Master teacher.
Amen.
Dear Catechist,

Congratulations! You have responded to a call to participate in the Church’s catechetical mission. Your vocation is truly a blessed one. In collaboration with your pastor, you introduce real people to the real person of Jesus. As a result, they come to know Jesus better and find themselves transformed by Him.

The Second Vatican Council ushered in a new era for catechesis. The Council taught of the necessity of presenting Catholic doctrine in a manner suited to the needs of the time. Further, the Council decreed that a directory for the catechetical instruction of the Christian people should be created. In the years following the Council, a number of bold initiatives gave evidence of a renewal in catechesis. Pope Paul VI hosted the First International Catechetical Congress, established the International Council for Catechesis and issued Evangelii Nuntiandi, an Apostolic Exhortation which promoted the revival of evangelization and catechesis. Pope John Paul II continued the catechetical resurgence. He issued Catechesi Tradendae, an encyclical that fostered the Church’s catechetical mission. Later, he approved the publication of the Catechism of the Catholic Church, the first universal catechism in more than 400 years. More recently, Pope Benedict approved three valuable catechetical tools: The National Directory for Catechesis, a Compendium of the Catechism of the Catholic Church, and the United States Catholic Catechism for Adults. We live in a privileged moment of catechesis.

While all members of the Church participate in the Church’s catechetical mission, you have been called to a more specific role. You guide the believer to a more mature faith in Jesus, a deeper knowledge and love of his person and message, and a firm commitment to follow him. Through catechesis, others grow in a personal relationship with God, participate in the sacraments, develop a mature conscience and integrate faith in all areas of their lives.

In order to be effective in this important ministry, there is the need for systematic training. The “Catechist Orientation Course” is one of many opportunities that are provided for your personal, spiritual and professional development. It is designed to help you acquire the knowledge and skills that you need to hand on the faith to those entrusted to your care. I know that you will find the information interesting and the materials beneficial.

Thank you for being a catechist. The Church is always in need of those who sacrifice for the good of others. May your own relationship with Jesus deepen as you engage in this exciting ministry.

God Bless,

Rev. John J. Ames, STD
Deputy Secretary
Office for Catechetical Formation

2010 May 19
Dear Colleagues,

I am pleased to introduce the “Catechist Orientation Course” which replaces the “Basic I: An Introduction to the Catechetical Methods.” For many years, the Basic I Course has been a required course for new parish religious education catechists. Originally based on a Benzinger Brothers Company manual with the same title, the Parish Director of Religious Education is expected to teach this one credit course over a two year period to each new catechist. Over the years, however, the instruction of this course has disappeared from many parishes.

In March, 2008, the Office for Catechetical Formation met with a group of very experienced and highly qualified instructors to assess the Basic I Course. These Directors of Religious Education offered frank commentary and constructive criticism. All were in agreement that Basic I was an invaluable and initial step for catechist faith formation. They lamented, however, that offerings on the parish level had waned and directly correlated this situation to the “out of print” original manual. Topics needed updating and newer ones such as safe environment had to be added. They recommended that a standardized syllabus be created which was “user friendly” for the Director of Religious Education and easily adaptable to the busy professional and personal life of the catechist.

As a result of this meeting, the Archdiocesan Director of Parish Elementary Religious Education invited this group to form a committee for the revision of the Basic I Course.

After two years of meetings, emails, revisions and thinking “outside of the box”, a newly revised and renamed one credit course is the result. The “Catechist Orientation Course” signifies a new direction for basic catechist formation and a first step in catechetical certification. The structure enables Directors of Religious Education to provide “in house” instruction at the local parish and within a very manageable, ten hour time frame. These ten hours include the Protecting God’s Children Safe Environment Training.

The “Catechist Orientation Course” is in binder form for a practical, hands-on resource and allows for future revisions or additional materials. A table of contents directs the Director of Religious Education to six major divisions which include website addresses and/or references to printable appendices. Appendix XIX is the official course form. Use this form as an active checklist to track the catechist’s progress during the duration of the course. Upon completion, send the signed form to the Office for Catechetical Formation.

On behalf of the committee, it has been an honor to develop the “Catechist Orientation Course” as a new tool for the spiritual and personal growth of parish religious education catechists.

May God continually bless you and your service to His children,

Roberta Ortwein

Committee Members
Ann Menna, Director, Parish Elementary Religious Education, Archdiocese of Philadelphia
Sr. Mary James McCaffrey, IHM, Our Lady of Charity Parish, Brookhaven
Roberta Ortwein, St. Anthony Parish, Ambler
Ann Stolarik, Nativity of Our Lord Parish, Warminster
Patricia Wood, St. Patrick Parish, Malvern
# Table of Contents

The Catechetical Ministry ......................................................... 1

The Classroom ................................................................. 5

Safety Policies and Plans ..................................................... 11

Safe Environment Requirements ............................................. 15

The Parish Religious Education Program ................................. 21

Appendices ................................................................. 25

- Qualifications/Responsibilities for a P.R.E.P. Catechist ........................................... I
- Sample Catechist Information Form ......................................................... II
- Sample Catechist Evaluation Form ........................................................ III
- Basic Vocabulary for Catechists ........................................................ IV
- Prayers for Children ............................................................. V
- Access and Inclusion Model for Children with Disabilities ................................. VI
- Sample Registration Form ........................................................... VII
- Sample Permission and Release Form for Transportation by a Catechist ............... VIII
- Sample Trip Permission and Release Form ................................................ IX
- Act 175 ........................................................................... X
- Sample Letter for Act 175 ................................................................ XI
- Sample Incident Report ................................................................ XII
- Universal Precautions ................................................................ XIII
- Safe Environment Checklist .................................................... XIV
- Sample Parent Opt Out Form .................................................... XV
- Sample Photo/Video Permission Form ......................................... XVI
- Limited Controlled Access of Parents Identified as Sex Offenders ....................... XVII
- Home Based Catechesis Guidelines ........................................ XVIII
- Course Requirement Form .................................................. XIX
The Catechetical Ministry
“GO AND TEACH ALL NATIONS”

THE CHURCH’S MISSION OF EVANGELIZATION AND CATECHESIS

All baptized Catholics share in the Church’s mission of evangelization. Through personal witness to Christ’s saving message of faith, hope and love, they faithfully proclaim the word of God and the presence and actions of the Holy Spirit in the world and in the Church.

WHAT IS CATECHESIS?

Catechesis is sharing the teachings of Jesus Christ in such a way that a person comes to know about and believes in God, enters a relationship with God and is transformed by him. The definitive aim of catechesis, then, is to put people not only in touch but also in communion and intimacy with Jesus Christ through word and sacrament.

Thus, catechesis:

- centers on the Paschal Mystery of Jesus Christ, the Son of God
- presents the doctrines of the Catholic faith in an attractive and systematic fashion
- strives to make disciples of Jesus Christ through the reception of the sacraments of initiation
- invites believers to ongoing faith formation
- includes liturgical, communal and personal prayer experiences
- recognizes the influences of family, culture and society

The General Directory for Catechesis and the National Directory for Catechesis identify six tasks of catechesis which promote:

- Task 1: knowledge of the faith through revelation of Jesus Christ in Sacred Scripture and Sacred Tradition
- Task 2: knowledge of the Liturgy and the sacraments
- Task 3: understanding of moral formation in the life of Christ
- Task 4: the teaching of prayer in communion with Jesus Christ
- Task 5: active participation in the Body of Christ and the mission of the Church
- Task 6: missionary spirit that prepares the faithful to be present as Christians in the world.

CALLED TO BE A CATECHIST

The ministry of catechist is a vocation, an interior call of the Holy Spirit. It springs from the Sacrament of Baptism and is strengthened by the Sacrament of Confirmation. Commissioned by the Church, catechists participate in a divine calling to teach as Jesus did. Catechists need to be practicing Catholics who participate fully in the communal worship and life of the Church. They are prepared by the Church for their apostolate through appropriate catechetical training.

WHO IS A CATECHIST?

The Church has identified specific catechetical roles. Bishops are primarily teachers of the faith and are responsible for catechetical activity of his diocese. Priests share in the teaching role of the bishop and are his immediate collaborators. Catechists assist bishops and priests in the catechetical mission.
Catechists include: deacons, catechetical leaders, catechists of the parish religious education program and Catholic school, youth ministers and campus ministers. Parents/guardians are the first teachers of the faith. When a child reaches catechetical age, catechists assist them in their role. Therefore, the spiritual life of a catechist should be characterized by:

- love of God and the Catholic Church
- faithful practice of the Catholic faith
- personal prayer and dedication to the evangelizing mission of the Church
- missionary zeal by which they are fully convinced of the truth of the Catholic faith
- enthusiastic proclamation of the faith
- active participation in their local parish community
- faithful attendance at Sunday Eucharist
- devotion to Mary, the first disciple and model of catechists
- devotion to the Most Holy Eucharist, the source of nourishment for catechists.

To help the catechist gain a fuller understanding of the catechetical ministry, the Director of Religious Education is to review the following appendices with him/her:
- Appendix I, Qualifications and Responsibilities for a Parish Religious Education Catechist
- Appendix II, Sample Catechist Information Form
- Appendix III, Sample Catechist Evaluation Form.

**CATECHIST FORMATION**

In order to present the Catholic faith in a full and attractive way, those who catechize need ongoing faith formation. Through intellectual, spiritual, pastoral and human formation, the catechist develops a personal knowledge and understanding of the Catholic faith. Such formation promotes:

- the study of scripture and theology
- a familiarity with catechetical resources and teaching methodologies
- unity with pastors and the Church where all authentic religious education occurs.

The Archdiocese of Philadelphia Catechetical Certification Policy presents the requirements for certification as a parish catechist. Through core and elective courses, catechists become familiar with the basic content and dimensions of the Catholic faith. The Director of Religious Education is to review the Catechetical Certification Policy with catechists.

The Classroom
INTRODUCTION

To teach the faith effectively to children, catechists must be persons of prayer who communicate the beliefs of the Church through a systematic and thoughtful approach. In order to accomplish this goal, they must be aware of basic educational policies, concepts, and strategies.

RELIGION GUIDELINES FOR THE ARCHDIOCESE OF PHILADELPHIA

The Archdiocese of Philadelphia provides Religion Guidelines from Early Childhood to Level 12. These guidelines present the truths of the Catholic faith in an age appropriate and systematic manner.

The Scope and Sequence Charts for the Parish Religious Education Program (Levels 1-6) present an organized schedule for the teaching of the core or essential curriculum over a thirty hour annual calendar.

The Religion Guidelines and Scope and Sequence Charts can be found at: http://archphila.org/catechetical/resources/resources.htm

TEXTBOOKS

Parish Religious Education Programs of the Archdiocese of Philadelphia may only use the religion series and sacramental textbooks which are approved by the United States Conference of Catholic Bishops (USCCB). The USCCB list includes only those texts which are in conformity with the Catechism of the Catholic Church. The Director of Religious Education in consultation with the pastor selects these textbooks from this list.

BASIC VOCABULARY FOR CATECHISTS

Catechists may be unfamiliar with words, terms, and acronyms used in Church documents, religion textbooks and catechist manuals.

Appendix IV is a list of basic vocabulary to assist the catechist.

PRAYERS FOR CHILDREN

Basic prayers which reflect the teachings and language of the Catholic faith are part of the religious education curriculum. Appendix V is a synopsis of these prayers and is to be reviewed by the catechist. For a tri-fold format, go to: http://archphila.org/catechetical/resources/resources.htm.

LESSON PLANS

Planning and preparation are key factors for good classroom organization and management. An effective lesson plan communicates the objective of the instruction and outlines the teaching strategies and learning activities which lead to this outcome.
The Director of Religious Education assists the catechist in the task of lesson planning by:

- reviewing the section on lesson plans in the catechist manual
- assigning a mentor to assist in the writing of lesson plans
- providing sample lesson plans or web resources.

**Learning Styles of Children**

Children learn in many different ways. Needs vary and creative approaches help children to learn effectively. The catechist should review the section on this topic in the teacher manual.

**Access and Inclusion of Children with Disabilities**

Catechesis, according to the *General Directory of Catechesis*, is one of the most important ecclesial activities. The catechetical program must reflect the broader meaning of the mission of the Church. In accord with Canon 777, all the baptized, because they are called by God to maturity of faith, have the right to adequate catechesis. It is the responsibility of the Church community to respond in a fitting and satisfactory manner. This vision prompted the United States Catholic Bishops to write a “Pastoral Statement on People with Disabilities” and the “Guidelines for Celebration of the Sacraments with Persons with Disabilities.” Both documents state that catechetical and sacramental programs need to be inclusive of parishioners with disabilities. As far as possible, individuals with disabilities should be integrated in the ordinary catechetical activities of the parish community.

The Director of Religious Education, therefore, invites, welcomes and makes accommodations for the religious education and faith formation of parish children with physical, sensory, mental and behavioral disabilities who do not attend the Catholic elementary school. In order to provide for their full inclusion, the Parish Director of Religious Education and catechists need to seek out and utilize the resources of families, parishioners and diocesan personal to support the religious education of children with special needs.

To assist the Parish Religious Education Programs, the Archdiocese of Philadelphia provides:

- a model of Access and Inclusion for the Parish Religious Education Program (Appendix VI) which is to be reviewed by the catechist
- a sample registration form designed to identify children with medical conditions and/or who are in need of learning support (Appendix VII)
- resources on inclusion, accommodations and modifications which can be found at: http://archphila.org/catechetical/resources/resources.htm

**Confidentiality**

Matters of a confidential nature are often disclosed to a catechist for the purpose and only for the purpose of his/her work in the parish religious education program. This information may not be disclosed beyond the purpose of his/her work in the parish religious education program.
CATECHIST WHO TRANSPORT STUDENTS TO AND FROM RELIGIOUS EDUCATION

A parent/guardian(s) who permits a catechist to transport his/her child(ren) to and/or from the parish religious education program must complete a permission and release form. The catechist must also sign this form.

Refer to Appendix VIII for a sample form.

TRIP PERMISSION AND RELEASE FORM

No student is permitted to participate in any trip sponsored by the Parish Religious Education Program without a completed, signed and returned trip permission and release form. For a sample trip permission and release form, refer to Appendix IX.

ACT 175 RELEASED TIME FOR RELIGIOUS EDUCATION

The concept of “released time” is based on the constitutional right of parents of children enrolled in a public school to direct the religious education of their children. In Pennsylvania, the child may be released for such religious instruction no more than thirty six hours per school year. Upon the written request of a parent, the superintendent of the school district shall excuse the parent's child in order to attend religious instruction (section 15-1546). The parent's request must identify and describe the religious instruction and the dates and hours for which the absence is requested. Following each absence, the parent/guardian must also furnish in writing to the district school superintendent attesting to the fact that the child did indeed attend the religious instruction that day.

Often Parish Religious Education Programs use released time for religious education instruction, activities or trips. The Director of Religious Education oversees this process.

Refer to Appendix X for a step by step procedure regarding Act 175 as it pertains to the Parish Religious Education Program.

For a sample letter for released time, refer to Appendix XI.
Safety Policies and Plans
SAFETY

The Parish Religious Education Programs of the Archdiocese of Philadelphia are committed to the safety and well being of their students. Safety policies and plans help to ensure this protection. These policies and plans must be approved by the pastor, implemented by the Director of Religious Education, and always include considerations for students with special needs. The Director of Religious Education is to review these policies and plans with the catechist.

IMPORTANT PHONE NUMBERS

During the religious education session, the Director of Religious Education must have easy access to the contact information for: Police, Fire, Ambulance, Poison Control and Toxic Chemical Spill centers. The Director of Religious Education is encouraged to carry a cell phone at all times and include these numbers in his/her contact list.

LOCAL AUTHORITIES

The Director of Religious Education is encouraged to send an annual calendar to the police and fire departments which includes the dates, times and location(s) of the religious education program. This information assists these agencies in the case of an emergency.

INCIDENT REPORT

In the case of an accident, unusual event, injury and/or illness, an incident report is completed and kept on file as a record for the calendar year. The Director of Religious Education, a catechist, a witness, or a staff person completes this report.

For a sample incident report, refer to Appendix XII.

MASTER AND CLASS LISTS OF STUDENTS

In the case of an emergency and/or evacuation of the building:
- the Director of Religious Education must have easy access to a master list of all classes with student’s names, home and emergency phone number and attendance lists
- the catechist must have easy access to a class attendance list and a list of student’s names with home and emergency phone numbers.

EVACUATION OF BUILDING DUE TO AN EMERGENCY

In the case of an evacuation of the building for an emergency or fire drills:
- the Director of Religious Education carries out a master list of all classes with student’s names, home and emergency phone number
- the catechist carries out a class list with student’s names, home and emergency phone number and session attendance report if separate from the class list.
FIRE DRILLS
Parish Religious Education Programs are required to conduct at least one fire drill annually. The Director of Religious Education should notify the local fire department of this date. Often local fire companies will lend assistance with this safety exercise.
The catechist must become familiar with the following:
- evacuation routes for class
- location/activation system of fire alarms in the building
- procedure for contacting the fire department in the case of a real emergency.

FIRST AID AND UNIVERSAL PRECAUTIONS
First aid refers to the initial and reasonable care given in response to an illness, accident or injury. Universal precautions refers to the avoidance of contact with another's bodily fluids.
Refer to Appendix XIII for more detailed information.

LOCK DOWN OF BUILDING DUE TO AN INTRUDER ON PREMISES
The Parish Religious Education Program must have a plan in place in the event that an intruder is on the campus or in the building.
The catechist must know the following:
- procedure for locking doors
- the safest location for children
- procedure for contacting the authorities
- location of flash lights and battery operated radio.

SHELTER IN PLACE
Some emergencies call for all to take shelter immediately. Examples are (but not limited to) a hurricane, tornado or hazardous waste release in the general area. The Religious Education Program should stock water and snacks and have easy access to flashlights, a cell phone and portable radio. If the Parish Religious Education Program meets in a school building, the Director of Religious Education is encouraged to coordinate the Shelter in Place plan with the school principal.

HAZARDOUS WASTE
According to the United States Environmental Protection Agency, hazardous waste is defined as waste that is dangerous or potentially harmful to one's health or the environment and can be liquids, solids, gases, or sludges.
The catechist must be aware of the following:
- disposal of hazardous waste on the parish site
- parish staff person responsible for the safe removal of hazardous waste.
Safe Environment Requirements
SAFE ENVIRONMENT*

The Archdiocese of Philadelphia is committed to the implementation of the United States Conference of Catholic Bishops Charter for the Protection of Children and Young People. The Office of Child and Youth Protection assists parishes in the ongoing development of safe environment programs in the school, religious education program and all parish ministries which involve children.

The Safe Environment Program includes but is not limited to:

- obtaining the background checks of all archdiocesan personnel, including clergy, religious and laity, as well as volunteers who regularly come in contact with children
- providing educational programs for students who attend Archdiocesan elementary and secondary schools and parish religious education programs
- providing training to clergy, parish personnel, catechists, teachers and volunteers regarding their responsibility, under civil law, as mandated reporters. This training also pertains to Archdiocesan personnel who are working in social services and educational ministry.

BACKGROUND CHECKS

All clearances must be updated every five years. It is the responsibility of parish administration to keep the records of each employee and volunteer, and to renew these background checks. Attendance at Safe Environment Training is expected within ninety days of start of hire. Complete information on required background checks can be found on the Office for Child and Youth Protection webpage on the Archdiocese of Philadelphia website (www.archphila.org).

PARISH EMPLOYEES

Employees must secure the required documents within thirty days of hire. During this provisional period, their service to children must be supervised. If the FBI Criminal History Record (fingerprint check) is delayed in being processed, the employee from day of hire needs to provide proof that he/she has completed the process for securing the fingerprint check.

PARISH VOLUNTEERS

Volunteers should have all of the required background checks as they begin their service to children or receive provisional permission to volunteer as long as these forms are submitted within thirty days. During this provisional period, their service to children must be supervised. Refer to Appendix XIV for a Parish Religious Education Program Safe Environment Checklist.

PROTECTING GOD’S CHILDREN TRAINING PROGRAM (VIRTUS)

The Protecting God’s Children Program is a required awareness program for adults who are Church employees or volunteers of the Archdiocese of Philadelphia and who interact with children. Trainees learn the signs of child sexual abuse, the methods and means by which offenders commit abuse, and five empowerment steps to prevent or avoid sexual abuse. Training dates and locations are listed on the Office for Child and Youth Protection webpage on the Archdiocese of Philadelphia website (www.archphila.org).
THE STANDARDS OF MINISTERIAL BEHAVIOR AND BOUNDARIES

The Standards of Ministerial Behavior and Boundaries of the Archdiocese of Philadelphia are intended to provide clear standards and boundaries of behavior regarding all interactions with children and young people by priests, deacons, religious, pastoral ministers, administrators, staff and volunteers. These standards are reviewed and signed by trainees during the safe environment training.

“KEEPING GOD’S CHILDREN SAFE” LESSONS

The Parish Religious Education Program is required to teach one personal safety lesson annually. The Parish Religious Education personal safety lessons are entitled “Keeping God’s Children Safe” and can be found at: http://archphila.org/catechetical/resources/resources.htm.

The Office for Catechetical Formation and the Office of Child and Youth Protection recommend that these lessons are taught in the second semester as a relationship between the catechist and students has been established.

PARENT OPT OUT

After a review of the personal safety lesson, parents/guardians may opt out their child from the scheduled session for the teaching of this lesson. The Director of Religious Education should, however, encourage parents who do not wish their child to receive a personal safety lesson to review this important lesson with their child at home.

The Director of Religious Education must obtain a written signed and dated opt out form from the parent or guardian. These forms are to be submitted to the Office for Children and Youth with the annual parish audit report.

For a sample Opt Out Form, refer to Appendix XV.

MANDATED REPORTING LAWS

Under the Federal Child Abuse Prevention and Treatment Act (CAPTA) passed in 1974, all fifty states have passed laws mandating the reporting of child abuse and neglect. A child is defined as an individual under the age of eighteen.

Each state is responsible for:
- providing its own definition of child abuse and neglect.
- describing the circumstances and conditions that obligate mandated reporters to report known or suspected child abuse.
- providing definitions for juvenile/family courts when to take custody of the child.
- specifying the forms of maltreatment that are criminally punishable.
CATECHIST AS *MANDATED REPORTER

In the state of Pennsylvania, child abuse is not limited to sexual abuse. Child abuse also includes inflicting or creating an imminent risk of serious physical injury, serious mental injury, sexual abuse or exploitation, and/or harmful physical neglect. Any person who comes into contact with children in the course of their employment or volunteer service must report suspected child abuse.

A catechist, therefore, is a mandated reporter. A catechist may view the role of mandated reporter as difficult and challenging. The catechist may equate a disclosure or suspicion of child abuse with breaking a confidence or invading another’s privacy. It is a proven fact, however, that students usually disclose abuse to a trusted adult because they want the adult to take action on their behalf.

In the case of a disclosure or suspected sexual abuse, the catechist as a mandated reporter must share this information with the Director of Religious Education who is the designate reporter.

The Director of Religious Education will make either a verbal or written report to Childline of the State of Pennsylvania.

PHOTO AND VIDEO POLICY

Parental permission is necessary for the photographing or filming of Parish Religious Education students. The Director of Religious Education is to obtain an annual written permission for each student and retain on file for the entire school year. Before taking pictures or videotaping students, the catechist must check that parental permission has been granted.

The Photo and Video Permission may be included as a line item on the Parish Religious Education Program Registration Form (Appendix VII), or refer to Appendix XVII for a sample form.

LIMITED CONTROLLED ACCESS TO THE PARISH RELIGIOUS EDUCATION PROGRAM FOR PARENTS IDENTIFIED AS SEXUAL OFFENDERS

Parishes are to follow the guidelines developed by the Office for Child and Youth Protection regarding the presence of parents/guardians identified as sexual offenders during the Parish Religious Education Program.

Refer to Appendix XVIII for these parish guidelines.

The Parish Religious Education Program
PARISH POLICIES AND PROCEDURES

The Director of Religious Education is to review the specifics of parish policies and procedures with the catechist. These may include but are not limited to the following:

- annual Parish Religious Education Program calendar
- program or class cancellation
- Home Base Catechesis Policy (See Appendix XIX for Archdiocesan guidelines)
- prayer environment
- prayer at beginning or end of session (classroom or communal)
- relationship with day school teacher/use of classroom
- relationship with the classroom aide(s)
- proper attire for catechists
- proper attire for students
- arrival and dismissal times for catechists
- arrival and dismissal time for students
- lesson plans
- classroom management
- attendance records
- learning/medical data of student
- parish resources/personnel for children with disabilities
- student attendance
- student homework
- student assessments
- student progress reports
- discipline of students
- illness and/or injury of students
- incident reports
- approval of guest speakers
- use of parish resources
- use of outside resources (multi-media, websites, etc.)
- use of bathroom facilities during the religious education session
- use of hall monitors
- intruders in the building
- communication with other staff, parents/children (written or electronic)
- dismissal procedures/parent permissions
  —parent pick up
  —carpooling
  —walkers
- food in the classroom
- students with food allergies
- trips
- reimbursement for supplies
Appendices
QUALIFICATIONS AND RESPONSIBILITIES FOR A PARISH RELIGIOUS EDUCATION CATECHIST

1. This catechist meets the following personal qualifications and abilities:
   - a fully initiated, practicing Catholic
   - eighteen years of age or older
   - an exemplary follower of Christ with unquestioned personal integrity and moral character
   - committed to presenting the authentic teachings of the Church
   - committed to developing a greater personal understanding of Catholicism
   - a person of prayer who has carefully discerned the ministry of catechesis
   - a disciple of Christ who can share his/her faith with students in an age-appropriate manner
   - an effective communicator with adults and children
   - a person capable of relating to people in general and children in particular
   - a person capable of working collaboratively.

2. This catechist has submitted the following records to the Director of Religious Education:
   - State Police Background Check
   - PA Child Abuse History Clearance
   - FBI Background Check (for transfers from other states)
   - Virtus (Safe Environment) Training Session
   - Archdiocese of Philadelphia’s Standards of Ministerial Behavior (read & signed)

3. This catechist understands and agrees to the Archdiocesan Catechetical Certification Policy.

4. This catechist understands and agrees to his/her parish responsibilities:
   - completion of a personal information record (Appendix II)
   - adherence to the Archdiocesan Religion Guidelines
   - adherence to the policies/calendar of the Parish Religious Education Program
   - adherence to the directives of the Director of Parish Religious Education
   - attendance at catechist meetings
   - preparation of lesson plans in a thorough and faithful manner
   - submission of lesson plans if requested by the Director of Religious Education
   - punctuality for class
   - responsibility for his/her classroom or meeting space
   - proper attire
   - evaluation by the Director of Religious Education.

Catechist Signature/Date: ____________________________________________________

Revised 2012
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<th>CATECHIST INFORMATION</th>
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<td><strong>Are you a registered, baptized Catholic of this parish?</strong></td>
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<td>If “no”, please indicate the name and address of the parish where you are registered in space below.</td>
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<td><strong>Parish Name</strong></td>
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<td><strong>Archdiocesan Catechetical Certification</strong></td>
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<td>Have you attained Archdiocesan Catechetical Certification?</td>
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<td>Are you familiar with the Archdiocese of Philadelphia Catechetical Certification policy?</td>
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<td>Please indicate your total number of credits towards Catechetical Certification</td>
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<td><strong>Safe Environment/Clearances</strong></td>
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<td>State Police/Criminal History</td>
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<td>Standards of Ministerial Behavior and Boundaries</td>
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<tr>
<td>Have you reviewed and understand the Catechist as Mandated Reporter Brochure?</td>
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<td><strong>Number of years teaching Religious Education</strong></td>
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<tr>
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</tr>
<tr>
<td><strong>Are you a recipient of the following Archdiocese of Philadelphia Catechetical Awards:</strong></td>
</tr>
<tr>
<td>___ St. John Neumann (Date:_______)</td>
</tr>
<tr>
<td>___ St. Martin DePorres (Date:_______)</td>
</tr>
<tr>
<td>Why do you feel called to the Catechetical Ministry?</td>
</tr>
<tr>
<td><strong>Catechist Signature:</strong></td>
</tr>
</tbody>
</table>

| Grade Level Assigned: | yes | no |
| Catechist | Aide | Other |
| Director of Religious Education Signature: | **Date:** |
Catechist Evaluation Form

Evaluation is an important element in quality catechist formation. Separate copies of the following form can be completed by the catechist, the Director of Religious Education, or both. Each can use it to assess particular areas of strength and areas where growth is needed. This form can serve as an important springboard to a constructive evaluative discussion.

Name ___________________________ Grade Level ____________ Date ________________

<table>
<thead>
<tr>
<th>Promoting Knowledge of the Faith</th>
<th>Moral Formation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaches Catholic beliefs and traditions appropriate to the age level of the children</td>
<td>Foster children’s understanding of Christian morality and good decision-making skills</td>
</tr>
<tr>
<td>Exhibits an enthusiasm for the Catholic faith and a desire to continue to learn about it</td>
<td>Helps children apply Catholic Christian values to their everyday lives</td>
</tr>
<tr>
<td>Participates in various workshops and courses to further knowledge about the Catholic faith</td>
<td>Models Catholic values for the children</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liturgical Education</th>
<th>Teaching to Pray</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helps the children learn about and celebrate the Church’s liturgical year</td>
<td>Assists children in understanding the importance of prayer</td>
</tr>
<tr>
<td>Encourages the children to fully participate in worship and the sacraments</td>
<td>Incorporates a variety of prayer forms into lessons</td>
</tr>
<tr>
<td>Regularly participates in the liturgical life of the parish</td>
<td>Prepares and utilizes a prayer area for the classroom</td>
</tr>
<tr>
<td></td>
<td>Takes time for personal spiritual renewal and has a regular practice of prayer</td>
</tr>
</tbody>
</table>

### Education for Community Life

- Makes the classroom a loving Christian community so that children can experience and understand its importance
- Communicates well with parents and includes them from time to time in class sessions; encourages the children to share what they have learned with their families
- Recognizes and affirms the unique gifts of each child in the class
- Makes an effort to spend time sharing ideas with other catechists
- Attends catechist gatherings in the parish

### Missionary Initiation

- Encourages the children to participate in service activities offered either through the class or through the larger parish
- Helps the children make faith connections to events and people in their families, communities, and around the world
- Challenges the children to think of the many different ways they can make a difference in the world

### Classroom Management

- Arrives in a timely fashion in order to appropriately prepare for the session
- Prepares an overall lesson plan in advance of the catechetical session
- Is flexible when lesson plans need to be adjusted for effectiveness
- Includes a variety of methods and incorporates media in lesson plans to keep students interested and involved
- Shows a familiarity with and utilizes the various components of the textbook series
- Is attentive to different learning styles and intelligences
- Demonstrates effective and appropriate discipline and management strategies
- Shows an understanding of the impact of environment on the learner

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**Comments:**

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**Catechist**

**Program Director**

**Date**

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BASIC VOCABULARY FOR CATECHISTS

The following is a compilation of basic vocabulary for the catechists.

CCC  Catechism of the Catholic Church
GDC  General Directory for Catechesis
GIRM  General Instruction of the Roman Missal
LG  Dogmatic Constitution on the Church (Lumen Gentium)
NDC  National Directory for Catechesis
USCCB  United States Conference of Catholic Bishops
RCIA  Rite of Christian Initiation for Adults
NAB  New American Bible (translation used in Lectionary)
USCCA  United States Catholic Catechism for Adults
OCF  Office of Catechetical Formation (Archdiocese of Philadelphia)

Angel – A spiritual, personal, and immortal creature, with intelligence and free will, who glorifies God without ceasing and who serves God as a messenger of His saving plan.

Annunciation – The visit of the angel Gabriel to the virgin Mary to inform her that she was to be the mother of the Savior. After giving her consent to God’s word, Mary became the mother of Jesus by the power of the Holy Spirit. Solemnity is celebrated on March 25.

Assumption of the Blessed Virgin Mary – The dogma which recognizes Mary’s being taken, at the end of her earthly life, body and soul, into Heaven. This Solemnity is celebrated on August 15 and is normally a Holy Day of Obligation.

Canon law – The Church’s rules (canons or laws) that provide the norms for good order in the visible Church.

Catechesis - the act of handing on the Word of God intended to inform the faith community and candidates for initiation into the Church about the teachings of Christ.

Catechist- is a person who facilitates the process of faith formation, first by echoing the word of God in his or her own life and second by helping others to do so.
Church – The assembly of the People God has called together from “the ends of the earth.” The Church draws her life from the Word of God and from the Body of Christ, and so herself becomes Christ’s Body.

Concupiscence – An inclination to actual sin, due to the effects of original sin. Even though Baptism removes sin itself, concupiscence remains even after Baptism.

Conscience – Interior voice implanted by God in every person; discerns right from wrong.

Covenant – A sacred oath between human persons, or between God and man which involves mutual commitments or guarantees.

Deposit of Faith – The heritage of faith contained in Sacred Scripture and Tradition, handed on in the Church from the time of the Apostles, from which the Magisterium draws all that it proposes as being divinely revealed.

Doctrine/Dogma – The name given to divinely revealed truths proclaimed or taught by the Church’s Magisterium; the faithful are obliged to believe these truths.

Ecclesial/Ecclesiastical – Pertaining to, or of, the Church.

Evangelization – The ministry and mission of proclaiming and witnessing Christ and his Gospel with the intention of deepening the faith of believers and inviting others to be baptized and initiated into the Church.

Evangelist – One of the four authors of the Gospel: Matthew, Mark, Luke and John.

Grace – The free and underserved gift that God gives us to respond to our vocation to become his adopted children.
- Sanctifying grace – a habitual gift of God’s own life, a stable supernatural disposition that enables us to live with God and to act by his love.
- Actual grace – God’s interventions in our lives to help us conform our lives to his will.
- Sacramental grace and charisms – gifts of the Holy Spirit to help us live out our Christian vocation.

Heaven – Eternal life with God; communion of life and love with the Trinity and all the blessed; the state of supreme and definitive happiness, the goal of the deepest longings of humanity.

Hell – State of definitive self-exclusion from communion with God and the blessed; reserved for those who refuse by their own free choice to believe and be converted from sin, even to the end of their lives.

Image of God – Human persons are like God in that they possess powers of intellect (thinking, judging, understanding, self-reflection) and will (power to choose freely), and also in that they are made to share by knowledge and love in His divine life.
Immaculate Conception – The dogma proclaimed in 1854 that Mary from the moment of her conception, and through the anticipated merits won by Jesus Christ through His death and resurrection, was immune from original sin. Patroness of the United States and the Archdiocese of Philadelphia, thus, always a holy day of obligation (December 8th).

Incarnation – Jesus, the Son of God, assumed human nature and became man in order to accomplish our salvation in that same human nature. Jesus is both true God and true man.

Indulgence – The remission of temporal punishment due to sin, granted to the faithful who recite specified prayers, visit a specified place of pilgrimage, or engage in a specified act of charity; punishment is remitted through the power of the Church and in the mutual exchange of spiritual goods, particularly the merits of Christ and the saints.

Infallibility – Gift of the Holy Spirit to the Church whereby the pastors of the Church, the pope and bishops in union with him, can definitively proclaim a doctrine of faith or morals for the belief of the faithful. This gift is related to the inability of the whole body to err in matters of faith and morals.

Jesus – Second Person of the Holy Trinity; the only-begotten Son of God; one divine Person with two complete natures—divine and human; fully God and fully man, not part God and part man.

Lectionary - order of readings, which lists texts for Sundays and feasts, for weekdays throughout the year, for Masses of the saints and for other special occasions.

Magisterium – The living, teaching office of the Church, composed of the Pope and the bishops in union with him, which ensures the Church’s fidelity to the teachings of the Apostles in matters of faith and morals. St. Peter was the first Pope.

Marks of the Church – Four attributes of the Church of Christ mentioned in the Nicene Creed: one, holy, catholic and apostolic.

Mary, Mother of God – Mary is the only physical parent of Jesus. Since Mary conceived and gave birth to Him Who is the Second Person of the Trinity Incarnate, she is rightly called the Mother of God. This solemnity is celebrated on January 1 and is normally a Holy Day of Obligation.

Mass – The Eucharist or principal sacramental celebration of the Church, established by Jesus at the Last Supper. Through the ministry of the ordained priest, the Holy Spirit makes present at Mass Christ’s Paschal Mystery. The two primary parts of the Mass are the Liturgy of the Word and the Liturgy of the Eucharist.

Mortal sin – Grave infraction of the law of God that destroys divine life (sanctifying grace) in the soul of the sinner. For a sin to be mortal, it must involve grave matter, full knowledge of the evil of the act, and deliberate consent of the will.

Natural law – The rational apprehension of the created moral order, an ability we have due to our being made in God’s image. It expresses the dignity of the human person and forms the basis of our fundamental rights.
Original sin – The sin by which the first humans disobeyed God, resulting in the loss of original innocence and holiness. It also describes the fallen state of human nature that affects every person who is born into this world.

Paschal Mystery – Christ’s work of redemption accomplished principally by His Passion, Death Resurrection and Ascension whereby “dying he destroyed our death, rising you restored our life”. It is celebrated and made present in the Church’s liturgy and its effects are communicated most especially through the sacraments, and above all in the Holy Eucharist.

Perpetual Virginity of Mary – Mary is ever-virgin (before, during and after the birth of Jesus).

Purgatory – Temporary state, after death, whereby souls who are destined for heaven (those who die in a state of sanctifying grace), but who are still not perfectly purified of sin and its effects, are purified from sin and its effects and are made ready for eternal life with God.

Revelation – God’s disclosure of Himself by which He reveals His divine plan. The fullness of God’s revelation of Himself is found in the Person of Jesus Christ.

Sacramentary or Roman Missal - a recollection of presidential prayers for the celebration of the Eucharist. The Sacramentary does not contain Scripture readings, responsorial psalms, or verses for the gospel acclamation.

Sacrament - An efficacious sign of grace instituted by Christ and entrusted to the Church, by which divine life is dispensed to us through the work of the Holy Spirit.

Sacraments of Initiation - lay the foundations of every Christian life. The faithful are born anew by Baptism, strengthened by the sacrament of Confirmation, and receive in the Eucharist the food of eternal life.

Sacramentals – Sacred signs instituted by the Church. They signify effects, especially of a spiritual nature, that are obtained through the intercession of the Church. Some examples of sacramentals are blessings and exorcisms, as well as forms of popular piety such as pilgrimages, processions, devotions, novenas, wearing Marian medals and recitation of the rosary.

Sin – Any intentional thought, word, deed or omission that violates God’s law.

Trinity – The mystery of the three Divine Persons in the one God. The three Divine Persons are the Father, Son and Holy Spirit. Jesus explicitly revealed that the one God is a Trinity of Persons. (in addition Mt. 28: 19)

Transubstantiation – Term used to indicate that through the consecration of the bread and wine there occurs the entire change of the substances of bread and wine into the substance of the Body and Blood of Christ—even though the appearances or “species” of bread and wine remain.

Venial sin – Sin that does not destroy the divine life (sanctifying grace) in the soul of the sinner, though it diminishes and wounds it.
PRAYERS FOR CHILDREN

THE SIGN OF THE CROSS
In the name of the Father, and of the Son, and of the Holy Spirit. Amen. 

GLORY BE
Glory be to the Father, and to the Son, and to the Holy Spirit, as it was in the beginning, is now, and ever shall be, world without end. Amen. 

THE LORD'S PRAYER
Our Father, who art in heaven, hallowed be thy name; Thy kingdom come; Thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. Amen.

THE HAIL MARY
Hail Mary, full of grace, the Lord is with thee. Blessed are thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

GRACE BEFORE MEALS
Bless us O Lord, and these thy gifts which we are about to receive from thy bounty through Christ Our Lord. Amen.

GRACE AFTER MEALS
We give you thanks for all your benefits, Almighty God who live and reign for ever. May the souls of the faithful departed through the mercy of God rest in peace. Amen.

MORNING OFFERING
O Jesus, through the Immaculate Heart of Mary, I offer You my prayers, works, joys and sufferings of this day for all the intentions of Your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, in reparation for my sins, for the intentions of all my relatives and friends, and in particular for the intentions of the Holy Father. Amen.

PRAYER TO MY GUARDIAN ANGEL
Angel of God, my guardian dear, to whom God's love entrusts me here. Ever this day be at my side both to light, to guard to rule and guide. Amen.

ACT OF FAITH
O my God, I firmly believe that You are one God in Three Divine Persons, Father, Son and Holy Spirit. I believe that Your Divine Son became Man, and die for our sins, and that He will come to judge the living and the dead. I believe these and all the truths which the Holy Catholic Church teaches, because You have revealed them, Who can neither deceive nor be deceived. Amen.

ACT OF HOPE
O my God, relying on Your almighty power and infinite mercy and promises, I hope to obtain pardon of my sins, the help of Your grace, and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer. Amen.

ACT OF LOVE
O my God, I love You above all things, with my whole heart and soul, because You are all-good and worthy of all love. I love my neighbor as myself for the love of You. I forgive all who have injured me, and ask pardon of all whom I have injured. Amen.

ACT OF CONTRITION
O my God, I am heartily sorry for having offended thee, and I detest all my sins because of thy punishments, but most of all because they offend thee, my God, Who are all-good and worthy of all my love. I firmly resolve, with the help of thy grace, to sin no more and to avoid the near occasions of sin. Amen.

THE ANGELUS
Leader: The Angel of the Lord declared unto Mary:
All: And she conceived of the Holy Spirit. Hail Mary....

Leader: Behold the handmaid of the Lord:
All: Be it done unto me according to Thy word. Hail Mary....

Leader: And the Word was made Flesh:
All: And dwelt among us. Hail Mary....

Leader: Pray for us, O Holy Mother of God,
All: That we may be made worthy of the promises of Christ.

Leader: Let us pray:
All: Pour forth, we beseech Thee, O Lord, Thy grace into our hearts; that we, to whom the incarnation of Christ, Thy Son, was made known by the message of an angel, may by His Passion and Cross be brought to the glory of His Resurrection, through the same Christ Our Lord. Amen.
THE APOSTLES’ CREED
I believe in God the Father Almighty, Creator of heaven and earth, and in Jesus Christ, His only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell; the third day He arose again from the dead; He ascended into heaven and is seated at the right hand of God, the Father Almighty, from there He shall come to judge the living and the dead. I believe in the Holy Spirit, the Holy Catholic Church, the Communion of Saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.

THE NICENE CREED
I believe in one God, the Father, the Almighty, maker of heaven and earth, of all things visible and invisible. I believe in one Lord, Jesus Christ, the only begotten Son of God, born of the Father before all ages. God from God, Light from Light, true God from true God, begotten, not made, consubstantial with the Father; through him all things were made. For us men and for our salvation he came down from heaven and by the power of the Holy Spirit he was incarnate of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate; he suffered death and was buried, and rose again on the third day, in accordance with the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and His kingdom will have no end. I believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is adored and glorified, who has spoken through the prophets. I believe in one holy, catholic and apostolic Church. I confess one baptism for the forgiveness of sins and I look forward to the resurrection of the dead, and the life of the world to come. Amen.

HAIL, HOLY QUEEN
Hail, Holy Queen, Mother of Mercy, our Life, our Sweetness, and our Hope. To Thee do we cry, poor banished children of Eve. To Thee do we send up our sighs mourning and weeping in this valley of tears. Turn then, most gracious Advocate, Thine Eyes of Mercy toward us, and after this our exile show us the Blessed Fruit of thy Womb, Jesus. O clement, O loving, O sweet Virgin Mary. Pray for us O Holy Mother of God. That we may be made worthy of the promises of Christ.

THE MEMORARE
Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to your protection, implored your help or sought your intercession, was left unaided. Inspired with this confidence, I fly to you, O Virgin of virgins, my Mother. To you I come; before you I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in your mercy hear and answer me. Amen.

THE MYSTERIES OF THE ROSARY
The Five Joyful Mysteries are:
1. The Annunciation
2. The Visitation
3. The Birth of Our Lord
4. The Presentation of Our Lord in the Temple
5. The Finding of Our Lord in the Temple

The Five Sorrowful Mysteries are:
1. The Agony in the Garden
2. The Scourging at the Pillar
3. The Crowning with Thorns
4. The Carrying of the Cross
5. The Crucifixion and Death of Our Lord

The Five Glorious Mysteries are:
1. The Resurrection of Our Lord
2. The Ascension of Our Lord into Heaven
3. The Descent of the Holy Spirit upon the Apostles
4. The Assumption of Our Blessed Mother to Heaven
5. The Coronation of Our Blessed Mother in Heaven

The Five Luminous Mysteries are:
1. The Baptism of Our Lord in the River Jordan
2. The Wedding at Cana
3. The Proclamation of the Kingdom
4. The Transfiguration of Our Lord
5. The Institution of the Eucharist

FATIMA PRAYER
O my Jesus, forgive us our sins. Save us from the fires of Hell; lead all souls into Heaven, especially those in most need of Thy mercy. Amen.

PRAYER AFTER THE ROSARY
O God, whose only-begotten Son, by His life, death and resurrection, has purchased for us the rewards of eternal life; grant, we beseech Thee, that, meditating upon these mysteries of the Most Holy Rosary of the Blessed Virgin Mary, we may imitate what they contain and obtain what they promise, through the same Christ our Lord. Amen.
ACCESS AND INCLUSION MODEL
Parish Religious Education Programs
Archdiocese of Philadelphia

Providing for an inclusive faith formation program is only limited by our imagination. This is a suggested model of inclusion:

The student participates in the religious education classroom with peers.

The student participates in classroom opening prayer, program liturgies and special classroom activities. Student receives individualized instruction.

The student participates in small group learning support classroom using an adapted curriculum and materials.

The student participate in classroom with the support of a catechist assistant, peer tutor or therapeutic support staff (wrap-around).

Parish liturgical celebrations and catechetical programs should be accessible to persons with disabilities and open to their full, active, and conscious participation according to their capacity.

A Framework of Access and Inclusion: Welcome and Justice for Persons with Disabilities
A statement of the U.S. Catholic Bishops 1999

Program Integration in Learning Support Classroom
Integration with Individualized Instruction
Parish Religious Education Program Registration Form

NAME OF PARISH

Complete Form. Print clearly. For first time registrations, please bring an original and one copy of each child’s Baptismal Certificate.

<table>
<thead>
<tr>
<th>Child’s Full Name</th>
<th>Sex</th>
<th>Date of Birth</th>
<th>Grade</th>
<th>Name of Day School</th>
<th>Baptism Date &amp; Parish</th>
<th>1st Penance Date</th>
<th>1st Communion Date</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

Family Name: _____________________________________________________________  Home Phone #: ________________

Address: ________________________________________________________________  Email: __________________________

             Street              City                Zip Code

Father’s Name: ___________________________________________ Work or Cell Phone #: ________________________________ Religion: ____________________________

Mother’s Name: _______________________________________________ Work or Cell Phone #: ________________________________ Religion: ____________________________

CUSTODY: Are there any custody/legal issues?  ☐ yes  ☐ no  (If yes, please provide a complete copy of the latest court order.)

*Name of person responsible for Religious Education if not a Parent/Guardian ___________________ Relationship ____________________________

*Parent/guardian must provide a signed, dated letter of permission to the DRE which is to be kept on file and updated annually.

☐ I have read the Parent Handbook and agree to the requirements and expectations of the Parish Religious Education Program

☐ I give permission for my child’s picture to appear on the parish name website, bulletin boards, newspaper articles in relation to events that happen in the parish

Signature ___________________________________________________________ Date ______________ Relationship to Child(ren) _______________________

VII/i
Family Name:

**EMERGENCY CONTACT INFORMATION:**

If we are unable to reach you, whom should we contact?

Name: __________________________ Relationship: __________________________ Phone Number (home): __________________________

**CONSENT FOR MEDICAL CARE:**

I give permission that, in my absence, my children whose names appear on page 1 of this registration form, may receive emergency medical care for injuries and all situations that should occur while participating in the Religious Education Program programs and activities at (PARISH NAME) Parish.

Signed (Parent/Legal Guardian): __________________________ Date: __________________________

**MEDICAL/LEARNING DATA**

If any of the following apply to your child, please list his/her name and give details in the appropriate spaces.

<table>
<thead>
<tr>
<th>Child’s Name</th>
<th>Medical Conditions/Allergies</th>
<th>Prescribed Medications</th>
<th>Disability* / Learning Support Services</th>
<th>Individualized Education Program (IEP)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ YES</td>
<td>☐ NO</td>
</tr>
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<td></td>
<td>☐ YES</td>
<td>☐ NO</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ YES</td>
<td>☐ NO</td>
</tr>
</tbody>
</table>

Is there other information about your child that should be communicated?

______________________________________________________________

---

* As defined by Individuals with Disabilities Education Act (IDEA), the term "child with a disability" means a child: "with mental retardation, hearing impairments (including deafness), speech or language impairments, visual impairments (including blindness), serious emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities; and who, by reason thereof, needs special education and related services."
Name of Parish

Permission and Release Form
For Transportation by a Catechist

I (we) as parent(s) or legal guardian(s) of _____________________________________________ Student’s Name(s)
give permission for ___________________________________________________________ to drive my child to and from the Catechist’s Name
________________________________________________Parish Religious Education Program.

I understand that ____________________________________________ is not working in the role of a Catechist’s Name
catechist while driving my child to and from the Parish Religious Education Program. I therefore release ___________________________________________ and the Archdiocese of Name of Parish Philadelphia from liability.

_______________________________                         ____________________________
Parent/Guardian Signature          Date

_______________________________                       _____________________________
Parent/Guardian Signature                                                            Date

_______________________________                       _____________________________
Catechist Signature        Date
Trip Permission and Release Form

Name of Parish

I (we) as parent(s) or legal guardian(s) of ________________________________ give permission to

Student’s Name

to participate in the _______________ at ______________ on ______________. Parents/Guardians must

Trip/event Location Date

transportation to and from ______________ or I understand that my (our) child will travel to and from

Location

_______________ by ___________________________. This permission includes all related programs or

Location Name of Transportation Provider

events associated with the _______________. In consideration for my (our) child’s participation

Trip

I (we) and my (our) child agree and understand that we assume the risks inherent with this ________________,

Trip/event

and with full knowledge of the risks, I (we) agree to release and hold harmless _____________________

Name of Parish

and the Archdiocese of Philadelphia and their employees and representatives, from claims arising or related
to my (our) child’s participation. My (our) child understands and agrees to abide by all rules and regulations

established by the _______________ pertaining to this ________________.

Name of Parish Trip/event

I (We) have spoken with my (our) child about his/her responsibility to act appropriately at all times.

I (We) consent to and give permission for emergency medical care for my (our) child that may be needed as

a result of my (our) child’s participation.

______________________________________________          _________________________________
Student Signature                                                                                              Date

______________________________________________          _________________________________
Parent/Guardian Signature                                                                    Date

______________________________________________          _________________________________
Parent/Guardian Signature                                                                    Date

______________________________________________          _________________________________
Emergency Contact                                                         Phone #

Student must return this signed permission form by ______________.  

Date

* The Director of Religious Education may also add a section for medical information such as the name and
contact information for the family medical doctor and the family’s medical insurance information.
Act 175 Released Time

1. Prior to the religious education instruction/event, the Parish Director of Religious Education:
   - identifies school district(s) to be notified
   - contacts the superintendent’s office for each district regarding its protocol regarding Act 175. If possible, this contact should be prior to the beginning of the school year.
   - determines if the letter of permission is addressed to the superintendent, local school principal or another school district official
   - avoids scheduling conflicts by checking the public school district’s calendar against the Parish Religious Education date(s) for the instruction/event(s)
   - requests the school district to add the Parish Religious Program instruction/event to its calendars and if possible, notify school principal(s) and teacher(s)
   - creates a letter for parents which is addressed to the proper school district official (superintendent or principal), refers to Act 175 and describes the date, hours, and purpose of the religious education instruction/event (Appendix XI)
   - distributes this letter to parents/guardians with the following instructions:
     —parent/guardian completes information and signs letter
     —parent/guardian returns completed letter to the Parish Religious Education Director by due date
     —parent/guardian understands that this letter will be forwarded to the designated school official by the Director of Religious Education on his/her behalf
     —parent/guardian should inform their child’s day school teacher of the religious education instruction/event
     —parent/guardian should contact the Parish Director of Religious Education on the day of the event if his/her child will be absent
   - includes a trip release form (Appendix IX) if the religious instruction/event is not held on parish property
   - sends parent/guardian letters of permission to the designated school district official.

2. On the day of the religious education instruction/event, the Director of Religious Education:
   - keeps a list of participating students’ names, home and emergency phone numbers as well as the student’s school name and school phone number
   - checks voicemail or emails for absentees
   - contacts parents and/or school immediately and before departure regarding absentees who are scheduled for event and are not present.

3. After religious education instruction/event, the Director of Religious Education sends an official a list of students’ names who participated in the religious education event to the school district.
Dear (School Official’s Name):

Under Section 1546 of the “Public School code”, as amended by Act 175 of 1982, I hereby request that my child______________________________, be excused from attendance at
______________________, on ________________ in order to attend a religious education program
conducted by _________________________. I understand that my child will not return in time
for regular dismissal from this activity and that I will provide transportation.

I appreciate the excused release of my child from public school attendance for participation in this religious instruction program, which I deem to be important to his or her total educational growth and development as a person. I understand my child will be given ample opportunity to make up the missed public school class work or assignments.

I will see to it that my child attends the religious instruction program for which he or she is being released from school. I hereby authorize the religious education administrator who is responsible for the religious instruction program to serve in loco parentis for me and to attest to my child’s attendance at the religious instruction program session.

Respectfully yours,

_________________________

Parent/Guardian’s Signature

_________________________

Date

This form must be completed and signed by parent/legal guardian and returned to
_______________________for registration to be completed for ___________________on ____________.
Name of Parish          Instruction/Event       Date

Deadline for return is _______________________.

Date

Name of Director/Coordinator of Religious Education
Parish Name/ Office
Address
<table>
<thead>
<tr>
<th>Parish Religious Education Incident Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date &amp; time of incident</strong></td>
</tr>
<tr>
<td><strong>Names of person(s) involved in the incident:</strong></td>
</tr>
<tr>
<td><strong>Did the incident take place in the classroom? State location if not in classroom.</strong></td>
</tr>
<tr>
<td>□ Yes</td>
</tr>
<tr>
<td><strong>If incident happened outdoors, describe the weather conditions.</strong></td>
</tr>
<tr>
<td><strong>Was the catechist present? If no, please supply name(s) of responsible personnel.</strong></td>
</tr>
<tr>
<td>□ Yes</td>
</tr>
<tr>
<td><strong>Name(s) of witnesses and contact information:</strong></td>
</tr>
<tr>
<td><strong>Describe the incident in full detail (use reverse side if necessary):</strong></td>
</tr>
<tr>
<td><strong>Describe actions taken before (preventive) and after the incident. Use reverse side if necessary.</strong></td>
</tr>
<tr>
<td><strong>Were treatments given on site? (If yes, please describe.)</strong></td>
</tr>
<tr>
<td>□ Yes</td>
</tr>
<tr>
<td><strong>Was hospitalization necessary? If yes, please explain and include name/location of hospital.</strong></td>
</tr>
<tr>
<td><strong>Please describe how the parent/guardian(s) was notified:</strong></td>
</tr>
<tr>
<td><strong>Signature of Person completing report:</strong></td>
</tr>
<tr>
<td><strong>Director of Religious Education Signature:</strong></td>
</tr>
</tbody>
</table>
**Universal Precautions**

**Office First Aid Supplies**
(Store in a milk crate)
- First Aid/CPR book or chart
- Blank Incident Reports (see Appendix XII)
- Copies of Hand washing Instructions (see Column II)
- Box of disposable, latex free disposable gloves (medium/large)
- Spray bottle for chlorine spray to sanitize area (Mix 1 part chlorox to 10 parts water when needed; do not keep as mixture breaks down)
- Bottle of chlorox
- Large zip lock bags (for soiled clothes)
- Small garbage bags
- Sandwich bags
- Red bags for hazardous waste (check with pastor or school principal)
- Ammonia inhalant capsules
- 4x4 gauze bandages
- Box of band-aids
- Alcohol swaps or antiseptic towelettes
- Hydrogen peroxide
- Roll of gauze bandages
- Adhesive tape
- Scissors
- Hand sanitizer
- Paper towels
- Tissues
- Tweezers
- Neosporin

**Individual Classroom First Aid Packet***
(Store in a large zip lock bag)
- 2 large zip lock bags
- 2 pair gloves
- 2 snack size zip lock bags (especially for Tooth Fairy!)
- 2 gauze pads (3” or 4”)
- Assorted band-aids
- Tissues
- Purell packet B or give each room its own bottle
- 1 copy — Hand washing technique and laundry instructions
- 1 copy — Incident Report
*if possible, the parish should supply for each catechist.

**Hand washing**
Proper hand washing is important.
- Use soap & warm water.
- Wash hands vigorously under running water for 1 full minute.
- Rinse and dry hands thorough with paper towels or blow dryer. Do not use cloth towel.

**Hand washing technique for medical asepsis**
Stand away from the sink so as not to have clothing in contact with sink.
- Turn water on; adjust to warm temperature & keep water running during entire procedure.
- Wet hands; apply soap thoroughly, under nails and between fingers.
- Hold hands with fingers pointing downward.
- Wash palms and backs of hands with strong friction motion.
- Wash fingers & spaces between them, interlacing fingers, rubbing them up and down for 1 full minute with special attention to problem areas.
- Rinse well, run water from wrists to fingers.
- Dry thoroughly with paper towel from fingertips to wrists.
- Turn off water with paper towel and discard in waste basket.

**Laundry Instructions for Clothing Soiled with Body Fluids**
The most important factor in laundering clothing soiled in a school setting is the elimination of potentially infectious agents by soap and water.
- Use disposable gloves of impenetrable material when handling soiled clothing.
- Apply a disinfectant spray (comparable to Lysol) thoroughly to the soiled clothing.
- Wash clothing soaked with bodily fluids separately from other items.
- Pre-soak heavily soiled clothing; then wash and dry as usual.
- Add one-half cup of household bleach to the wash cycle if the material is bleachable.
- Dispose gloves according to the hazardous waste policy of parish.
- Contact parent or guardian immediately if student’s soiled clothes are sent home for laundering and convey the above instructions for laundering.
SAFE ENVIRONMENT CHECK LIST
PARISH RELIGIOUS EDUCATION PROGRAM

BACKGROUND CHECKS AND TRAINING
_____ All catechists and program volunteers who are 18 and older have the following background checks and are renewed every 5 years:
   PA State Police Criminal background check
   PA Dept. of Public Welfare Child Abuse Clearance

_____ All catechists and program volunteers who are 18 and older have attended a Safe Environment Training and completed the Mandatory Reporter Training.

SUPERVISION
_____ All catechists and program volunteers, whose clearances are in process, are supervised at all times by an adult who is in full compliance with the Safe Environment requirements.

_____ All volunteers who are under the age of 18 are supervised at all times by an adult who is in full compliance with the Safe Environment requirements.

REPORTING SUSPECTED ABUSE
_____ The Director of Religious Education Program has reviewed the “Reporting Suspected Child Abuse” brochure with all catechists and program volunteers.

_____ All catechists and adult program volunteers understand their responsibilities as a “mandated reporter” in the state of Pennsylvania.

LESSONS FOR STUDENTS
_____ All catechists have received the Safe Environment lesson plan for their grade and have been asked to review it in preparation for the lesson.

_____ Parents have received notice of date(s) on which the Safe Environment lesson will be presented. Parents have been informed that they can view the lesson plan for each grade on the Archdiocesan website. Parents have also received notice of their right to “opt out” their child from this lesson as well. Parents have been instructed that they need to put this request in writing to the DRE.

_____ Parental “opt out” requests must be kept on file and copies sent to the Office for Child and Youth Protection. These documents are part of the annual audit.

_____ Support people are available on the day that the lesson plans are presented.

Office for Child and Youth Protection
Archdiocese of Philadelphia
215-587-2466

Revised 2012
On Parish letterhead

Date

Dear (Parent/Guardian name),

Article 12 of the Charter for the Protection of Children and Young People calls for all dioceses to establish safe environment programs at all grade levels, both in the Parish Religious Education Program and Parish Elementary School. The Archdiocese of Philadelphia provides a personal safety lesson for each level of the Parish Religious Education Program and mandates that this lesson is taught during one session of the instructional year. The Parish Religious Education personal safety lessons known as “Keeping God’s Children Safe” are posted at: www.archphila.org/catechetical/resources/resources.htm.

After reviewing these lessons, you have expressed your desire for your child (ren) not to be present during the teaching of the personal safety lesson scheduled for (date). You therefore are required by the Office for Child and Youth Protection of the Archdiocese of Philadelphia to complete and return this form to the Director of Parish Religious Education. Your signature on this form indicates your request to remove your child (ren) from this instruction.

The “Keeping God Children Safe” lesson is intended to supplement the conversations that a parent/guardian is having with his/her child regarding personal safety. It is recommend that a parent/guardian review this lesson at home for children who are not present for the religious education program instructional session.

Sincerely,

Name of Pastor

Name of Director of Religious Education

_________________________________________________    __________________________
Parent/Guardian Signature                                            Date

_________________________________________________    ________________________
Parent/Guardian Signature                                            Date

Name of Child(ren)/ Level(s)

_____________________________________________________________________________
I,___________________________________, hereby give the Archdiocese of Philadelphia/
___________________________________, its successors and assigns and those acting with authority,

Name of Parish

the unqualified right and permission to reproduce, copyright and circulate pictures and/or video
of my child produced and filmed by the Archdiocese of Philadelphia______________________.

Name of Parish

I hereby warrant that I am free to give this permission. I further warrant that the information I
have provided is to the best of my knowledge, true and accurate.

_________________________________________________    ________________________
Signature of Parent/Guardian                                                      Date

_________________________________________________    ________________________
Student’s Name                                                                          Date of Birth

_________________________________________________    ________________________
Home Address         City, State, Zip
LIMITED, CONTROLLED ACCESS OF ELEMENTARY, SECONDARY, AND SPECIAL EDUCATION SCHOOLS. PREP AND YOUTH MINISTRY PROGRAMS FOR PARENTS IDENTIFIED AS SEXUAL OFFENDERS

Purpose: This policy is written as a guideline to assist pastors in providing a safe environment for children as well as to protect the reputation of all parties involved when a parent or guardian is a sexual offender.

Simply Defined: These guidelines are to assist in the development of a safety plan which utilizes controlled and limited access to, the elementary school, Parish Religious Education Preparation (PREP) or youth ministry.

For purposes of this policy a sexual offender is defined as someone who has been officially accused of sexual misconduct with a minor. This includes but is not limited to, those who have been arrested, pending trial or sentencing, convicted, serving a court ordered sentence or are registered in the Pennsylvania State Police Megan’s Law registry.

Applicable to: This policy is applicable to elementary schools, PREP and youth ministry.

Safety Plan

Once the identification of a sexual offender whose own children are attending the elementary school, PREP or Youth Ministry comes of the attention of the pastor, principal, director of PREP, or the youth minister the following guidelines should be considered for the development of a safety plan.

1. Protection of all children should be the first and foremost focus of the safety plan.

2. Due consideration should be given to the sexual offender and their interest to participate in the activities of their children.

3. If the victim of the sexual offender attends the elementary school, PREP or youth ministry and in anyway would come into contact with the sexual offender then access to the school should be denied.

4. The pastor must meet with the sexual offender to acknowledge an awareness of the situation and this policy to begin development of a safety plan. The pastor may have other present, as he deems necessary.

5. Should it be determined that this parent or guardian should have limited, controlled access to the elementary school, PREP or youth ministry the pastor may inform other employees of the situation and the safety plan on an “need to know basis”.

6. Should it be determined that the parent or guardian have no access to the elementary school, PREP or youth ministry the pastor must inform the parent or guardian in writing.
LIMITED, CONTROLLED ACCESS OF ELEMENTARY, SECONDARY,
AND SPECIAL EDUCATION SCHOOLS. PREP AND YOUTH MINISTRY PROGRAMS
FOR PARENTS IDENTIFIED AS SEXUAL OFFENDERS

7. If there is a situation that requires the parent or guardian to
come to the parish, elementary school, PREP or youth
ministry to pick-up their children, the safety plan should
include the identification of someone who will meet the
parent or guardian at the door and escort them to the
appropriate office. Once the children are in the office the
parent or guardian and the children must also be escorted
from the building. A determination should be made as to
whether or not this exchange of custody of children should
be in the school office, in the parking lot or another safe and
appropriate venue.

8. At no time should the parent or guardian come to the
elementary school, and PREP or youth ministry without
advanced notice to the pastor.

9. This parent or guardian is never permitted to pick-up or
transport children not their own.

10. If there is a need for this parent or guardian to attend a
parent teacher conference, it is recommended that this
conference is scheduled at the end of the day or at a time
when there will be fewer children in the school. At a parent
teacher conference, the pastor or principle needs to identify
an appropriate escort. If the parent or guardian wishes to
attend a school sponsored event the pastor should
determine if this is a suitable venue for the parent or
guardian. If the pastor determines that limited controlled
access should be granted, the pastor must assign an escort to
remain with the parent or guardian for the entire event. It is
recommended that the escort be introduced to the parent or
guardian prior to the event. The escort should be someone
who is discreet, of great kindness and willing to serve in this
role.

Notifications:

To the Office for Catechetical Formation if the parent or guardian has a
child in the Parish Religious Education Program.

To the Office of Catholic Education if the parent or guardian has a child in
the elementary schools.

To the Office of Youth and Young Adults if the parent or guardian has a
child in the youth ministry program.

All situations also require notification to the Director, Office of Child and
Youth Protection.
GUIDELINES FOR HOME-BASED CATECHESIS OF CHILDREN  
ARCHDIOCESE OF PHILADELPHIA

I. HOME-BASED CATECHESIS

“Catechesis describes the essential ministry of the Church through which the teachings of Christ have been passed on to believers throughout the ages....Catechesis is an education in the faith of children, young people and adults.” (National Directory for Catechesis, no.1) Home-based catechesis is understood as the work of Catholic parents/guardians who undertake the formal religious education of their own child(ren) for any length of time and in their home.

II. DOCTRINAL FOUNDATIONS

The Archdiocese of Philadelphia recognizes that the Church’s teaching consistently affirms that parents are called to be the primary educators of their own children.

•“Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children.” (Second Vatican Council, Declaration on Christian Education, no. 3)

•“Parents have the first responsibility of the education of their children. They bear witness to this responsibility first by creating a home where tenderness, forgiveness, respect, fidelity, and service are the rule. The home is well suited for education in the virtues.” (Catechism of the Catholic Church, no. 2223)

•“Parents are the first and most important educators of their own children.” (John Paul II, Letter to Families, 16)

•“Parents have the right and the duty to choose the kind of educational environment that they determine best suits their children’s educational need. Therefore, home schooling is a viable option for the general education of children.” (National Directory for Catechesis, no.61)

III. PASTORAL APPLICATION

Although home-based catechesis is a viable option, the words of Pope John Paul II must also be considered: “Catechesis can be given anywhere, but I wish to stress … that the parish community must continue to be the prime mover.” (Catechesi Tradendae, no.67)

Parents who choose to provide the religious instruction of their own child(ren) in their home must recognize that “Catechesis must be complete and authentic. The bishop of the diocese, the pastor of the parish, the parents, and the children all have God-given responsibilities that must be respected in considering home-based catechesis....Parents who choose...to be the primary catechist of their children must adhere to the guidelines for catechists as outlined by the diocesan bishop.” (National Directory for Catechesis, no.61)
GUIDELINES FOR HOME-BASED CATECHESIS OF CHILDREN
ARCHDIOCESE OF PHILADELPHIA

Categories of a Catholic family who chooses home-based catechesis are:

1. Parents who choose to have their own child(ren) home-schooled for all academic subjects and choose to provide formal religious education in their own home, assuming the role of catechist for only their own child(ren).

2. Parents who send their child(ren) to public or private non-Catholic school and provide formal religious education in their own home, assuming the role of catechist for only their own child(ren).

The Archdiocese of Philadelphia does not recognize home-based catechesis of children in a home other than their own, and therefore, does not permit groups of children gathering for catechesis other than at the parish.

IV. PARISH GUIDELINES

The following guidelines are provided to assist parishes in ministering to families who choose home-based catechesis:

1. Parent(s)/guardian(s) will register in their parish and declare their option for home-based catechesis for their own child(ren). The names of the children under instruction must be clearly identified.

2. Before the home-based catechesis begins, the parent(s)/guardian(s) are to meet with the pastor and/or his delegate to discuss the reasons for this decision and to ensure that the catechesis provided in the home is the catechesis of the Church. This dialogue is essential to the complete and authentic catechesis of their own children in their homes.

3. The pastor or his delegate will provide the parents with a copy of the Archdiocesan Religion Curriculum Guidelines for the grade level(s), approved textbooks, and a set of expectations which include:
   - Meetings throughout the year with the pastor or his delegate to review the child’s progress.
   - Liturgies, prayer services, activities, retreats, programs, meetings or other parish opportunities in which the child and/or parent(s)/guardian(s) attendance is expected.

4. Parents/guardians are strongly encouraged to use the textbooks and supplemental catechetical materials which have been approved by the pastor for use in the Parish Religious Education Program.

5. Should the parent/guardian seek permission for use of another text which is not included on the approved textbook list, a copy must be provided to the pastor or his delegate for review. All materials must be approved by the Office for Catechetical Formation.
GUIDELINES FOR HOME-BASED CATECHESIS OF CHILDREN
ARCHDIOCESE OF PHILADELPHIA

6. Families providing home-based catechesis should be included in any informational mailings pertaining to the parish religious education program and/or the preparation and celebration of the sacraments. They are to be welcomed in all parish catechetical program activities.

7. Since their children are being initiated into the Catholic Church, parent(s)/guardian(s) have an obligation to involve their children in the life and mission of the Church. They should participate in:
   - the spiritual life of the parish, particularly in the Sunday Eucharist
   - the charitable works of the parish
   - the catechetical and faith formation opportunities on the parish and archdiocesan levels.

8. The Catechetical Certification Policy of the Archdiocese of Philadelphia fosters the professional development and the spiritual, intellectual, and human formation of volunteer catechists by requiring them to:
   - enroll in core courses provided by the Catechetical Institute
   - attend elective credit opportunities offered by the Office for Catechetical Formation.

Pastors should provide a copy of the Catechetical Certification Policy to parents/guardians who serve as catechists for their child(ren) and recommend their adherence to this policy.

Approved by
Archbishop Charles Chaput
May 31, 2012
Archdiocese of Philadelphia
Office for Catechetical Formation
Catechist Orientation Course Form

<table>
<thead>
<tr>
<th>Catechist Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Catechist Name:</strong></td>
</tr>
<tr>
<td><strong>Catechist Start Date:</strong></td>
</tr>
<tr>
<td><strong>Parish Name:</strong></td>
</tr>
</tbody>
</table>

The Director/Coordinator of Religious Education has reviewed the following with this catechist:

- [ ] Introduction to the Catechetical Ministry
- [ ] Catechist Qualifications and Responsibilities
- [ ] Catechist Annual Evaluation
- [ ] Catechetical Certification of the Archdiocese of Philadelphia
- [ ] Basic Vocabulary for Catechists
- [ ] Archdiocese of Philadelphia Religion Curriculum Guidelines/ Traditional Prayers for Children
- [ ] Learning Styles of Children

This catechist is familiar with the following Archdiocesan/Parish Policies:

- [ ] Access and Inclusion
- [ ] Confidentiality
- [ ] Safe Environment Lessons
- [ ] Parent Opt Out Letter
- [ ] Photo Release Form
- [ ] Attendance and Homework
- [ ] Approval for Guest Speakers
- [ ] Class/Program cancellation
- [ ] Classroom management
- [ ] Communication with Staff, Parents, Students
- [ ] Lesson Plans
- [ ] Parish Resources (multi-media, technology, supplies, books, Prayer table, etc.)
- [ ] Outside Resources (DVDs, websites, etc.)
- [ ] Relationship/Collaboration with Day School teacher
- [ ] Reimbursement for supplies
- [ ] Student Evaluations/Progress Reports

This catechist has received training regarding the following Safety/Safe Environment Policies:

- [ ] Attended Safe Environment Training (Date)__________________________
- [ ] Submitted Standards of Ministerial Behavior and Boundaries Form

- [ ] Arrival/Dismissal
- [ ] Bathroom
- [ ] Carpooling/walkers
- [ ] Field Trip
- [ ] Food/Allergy Awareness
- [ ] Hall Monitors
- [ ] Illness/Injury
- [ ] Incident Report
- [ ] Unattended Classroom
- [ ] Fire Drill
- [ ] Evacuation of Building
- [ ] Lock Down
- [ ] Shelter in Place
- [ ] Mandated Reporting

The above named catechist has fulfilled the requirements of the Catechist Orientation and earned one credit towards Catechetical Certification.

DRE signature/Date:

- [ ] Give catechist a copy of this completed form.
- [ ] Keep a copy of this completed form on file at parish.
- [ ] Send original completed form with a check for $10 made payable to: Office for Catechetical Formation

Archdiocese of Philadelphia
222 North 17th Street
Philadelphia, PA 19103-1299

Revised September, 2011