

Personnel Guidelines for Catechists and Other Staff Members

*The Lord Jesus invites men and women to follow Him --
The Teacher and Formator of disciples.
This personal call by Jesus and one's relationship with Him
are the moving forces of all true catechetical activity.
From this loving knowledge of Christ
springs the desire to proclaim Him,
to evangelize,
and to lead others to the "yes" of faith in Jesus Christ.*

*The Church discerns this divine vocation
and confers the mission to catechize.
(GDC 231)*

*May patience and trust abide in the spirituality of the Catechists
since it is God Himself who sows, gives growth
and brings to fruition the seed of His Word,
planted in good soil and tended with love.
(GDC 289)*

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Selection of Potential Catechetical Personnel (GDC 231-232)

Essential to handing on the gift of faith are selective recruitment and appropriate preparation of those to whom we entrust our children and youth. In reaching a decision on whether or not to accept each Catechist applicant, the Director/Coordinator of Religious Education must carefully consider the person's qualifications. Before inviting a person to be a Catechist in the program, the Director/Coordinator must consult the Pastor and all potential Catechists must be approved by him.

Catechetical leaders, Catechists, and Catechist Assistants, whether salaried or volunteer, are ministers of the Church when they officially carry out their responsibilities. Therefore, proper screening of catechetical personnel is vitally important to the children and youth of the parish.

Recruitment

Catechists should never be solicited by means of public announcements. Rather, the Director/Coordinator should invite them personally after considering trustworthy recommendations from those who know them.

Religious Education personnel who will not be working directly with the children may be solicited by means of pulpit and parish bulletin announcements as well as personal invitation.

The Director/Coordinator lays the groundwork for recruitment in such ways as:

- sharing the vision, goal and objectives of Parish Religious Education by means of oral presentations to parish groups;
- keeping the parish abreast of Religious Education programs and events by means of the parish bulletin, a newsletter, pulpit announcements;
- inviting all parishioners to Religious Education activities and involving them in the program, e.g. by praying for students preparing to receive a sacrament;
- publicizing the names and good work of the Religious Education personnel;
- attending parish functions and meetings and becoming acquainted with many parishioners.

Basic Requirements for Acceptance as Catechist or Catechist Assistant (GDC 16)

The ministry of Catechist is affirmed by St. Paul (*1 Cor. 12: 28*) as being a primary ministry in the Church, one that is based upon a call from God. In selecting Catechists and Catechist Assistants, the Director/Coordinator prays for the guidance of the Holy Spirit in order to discern in persons seeking the position, which individuals are responding to a call from the Lord.

The Parish Religious Education Program endeavors to bring the Gospel message to all the Catholic families in the Parish whose children attend public schools. The program represents the belief that each person is made in the image and likeness of God and it is antithetical to its belief and mission to discriminate against a person because of age, race, color, national origin, gender, marital status (except as it affects one's status as a practicing Catholic), or disability. The Religious Education Program does reserve the right to act on the basis of its religious principles in all situations, including the admission to service of volunteers and other like activities relating to their supervision.

The applicant for the position of Catechist or Catechist Assistant must:

- be 18 years of age or older;
- have received the Sacrament of Confirmation and be a practicing Catholic who is committed to the Eucharist and faithful to the teachings of the Catholic Church;
- exhibit a vital Catholic faith based on a personal relationship with Jesus Christ;
- give evidence of love for children and youth as well as the qualities of compassion, kindness, common sense, sense of humor;
- demonstrate the ability to manage children and youth and facilitate their learning;
- be in full compliance with the Archdiocesan Safe Environment requirements;
- agree to fulfill the *Catechist Ministry Responsibilities* as listed in this section;
- agree to be compliant to the legitimate authority of the Pastor and the Parish Director/Coordinator of Religious Education in carrying out the ministry of Catechist;
- agree to abide by all the directives in the *Catechist Handbook*;
- agree to participate in the Archdiocesan Catechist Formation program and complete levels 1 and 2 within the Catechist's first 5 years in the ministry;
- give evidence of a sense of one's own self-worth along with security and fulfillment in one's own life.

Basic Requirements for a Person Under the Age of 18 Who Assists the Catechist

No one under 18 years of age may be a Catechist.

Youth of 16 or 17 years of age who assist in the classroom may be in regular contact with children, only if:

- they have completed a Catechist Formation high school training course approved by the Archdiocesan Catechetical Office;
- they have received the certificate of course completion from the Catechetical Office;
- they are directly supervised in each Religious Education session by an adult who is in full compliance with the Safe Environment requirements;
- they are in full compliance with the Archdiocesan Safe Environment requirements for youth under 18 years of age.

Youth, 15 years of age or younger, may only be in the catechetical session when acting as a helper to the adult Catechist. They fall under the category of those whom the Catechist must supervise.

Process for Selection of Catechists

Applicants for the role of Catechist are selected by the Director/Coordinator and must be finally approved by the Pastor by means of his written approval and signature on their Catechist application.

For all personnel in the Parish Religious Education Program, whether working as a parish employee or as a volunteer, an application must be completed and kept on file.

The application is completed prior to the applicant's interview with the Director/Coordinator. When a person is accepted into the Religious Education Program ministry, the application is kept in the Parish Religious Education office file as long as the person is serving in the program. Each year the Director/Coordinator updates this application as needed. When the Catechist leaves the program, the application is placed in the inactive file.

The Pastor and the Regional Catechetical Director, as well as the parish Director/Coordinator, are to have a regularly updated list of all those engaged in the ministry of Parish Religious Education.

Catechist Ministry Responsibilities

Spend several hours each week in preparing the Religious Education session, guided by the Catechist's manual of the basal series selected by the parish program and by the *Archdiocesan Guidelines for Catechesis* for your grade level, in order to be well-prepared for your session.

Submit a weekly lesson plan to the Director/Coordinator of Religious Education, using the lesson plan format provided.

Be present and on time for every Religious Education session you are scheduled to teach throughout the year.

Never dismiss the children/youth in your sessions before the scheduled time.

Present all the catechetical lessons effectively.

Manage the children's behavior in such a way as to ensure maximum participation in the catechetical lessons.

Follow all the Religious Education Program directives and procedures as given by the Religious Education Director/Coordinator

Read and follow the parish *Catechist Handbook* and all other guidelines and policies of the Pastor and the Religious Education Director/Coordinator.

Fulfill Archdiocesan policies and directives regarding Catechists, which are usually communicated to you by the Regional Catechetical Director working with the Parish Director/Coordinator of Religious Education.

Attend all Catechist meetings organized by the Parish Director/Coordinator.

Interact with the parents of the children/youth you teach, in the ways determined by the parish Religious Education Director/Coordinator, including parent meetings scheduled for the Religious Education Program.

Participate in the Archdiocesan Catechist Formation Classes to complete your certification for Levels 1 and 2.

Attend the annual Archdiocesan Catechetical Forum.

Interview with Prospective Catechists

The screening and interviewing of applicants for the ministry of Catechesis is a vitally important responsibility of the Director/Coordinator.

Interview Guidelines (GDC 24-25; 203)

Explain basic vocation of the Catechist & overall vision of the Religious Education Program.

Question the applicant on each of the *Basic Requirements for Acceptance as a Catechist* found in this section.

Engage the applicant in dialogue about information submitted on application form.

Explain Safe Environment screening and training requirements.

Give the applicant a copy of the Catechist ministry responsibilities and go through them.

Determine the religious formation and training the applicant has had as an adult and discern whether he/she will be able and willing to continue growing in the understanding of the faith.

Explore the applicant's ability to relate well with the designated age group. The person's manner of relating to the student is as adult-to-youth, not friend-to-friend.

Explore with the applicant how and where his/her talents and gifts might best be used in the program.

**Questions that an Employer Can and Cannot Legally Ask a Candidate
Guidelines for Both Written and Oral Inquiries**

Topic: Family Status

Do not ask:

“Are you married?” “What is your maiden name?” “What is your spouse’s name?”

“Do you have any children?” “Are you pregnant?”

Ask:

“Do you have any responsibilities that conflict with the attendance requirements of the job for which you are applying?”

Topic: Age

Do not ask:

“How old are you?” “What is your date of birth?”

“What were your dates of college attendance?”

Ask:

“Are you able to furnish a work permit after employment begins?”

“How many years did you attend X college? Did you receive a degree?”

Topic: Citizenship & Nationality

Do not ask:

“Are you a U.S. citizen? If not, do you have a current work permit?”

“What language do you most commonly speak/speak at home?”

Ask:

“Are you legally eligible to work in the U.S.? (Verification will be required upon hire.)”

“The job for which you are applying requires fluency in speaking and writing English.

Can you meet this requirement?” (This can only be asked if fluency is, in fact, a bona-fide requirement, e.g. for a teacher, a secretary.)

Topic: Criminal Record (Arrests & Convictions)

Do not ask:

“Have you ever been arrested?”

Ask:

“A background check is required for this position. Are you willing to fulfill this requirement?”

Topic: Disability

Do not ask:

“Are you disabled?” “What is the nature or severity of your disability?”

“Do you have a disability that would interfere with your ability to perform the job for which you are applying?”

“How many days were you absent from work last year?”

“Have you ever been injured on the job?”

“Have you ever been treated for mental health problems?”

“Have you ever seen a counselor?”

“What prescription drugs are you currently taking?”

Ask:

“Are you able to perform the essential functions of this job with or without a reasonable accommodation?”

Guidelines for Checking References of Current Catechists & Staff

References should be requested from the supervisors of the applicant's last two places of employment or of volunteer work.

It is critically important that the references given on the application be contacted.

A written record of the date the reference was checked, by whom, and a careful summary of what was said should be kept in the Catechist's file with the application.

If the applicant has been a catechist in a previous parish, the Director/Coordinator contacts that parish to request a statement regarding the applicant's ministry there. This statement also is kept in the Catechist's file with the application.

Guidelines for Providing References for Former Catechists, Catechist Assistants, or Religious Education Office Staff

References should be given orally rather than in writing.

Secure the Catechist's written permission to give a reference before doing so.

Ask if the communication is being recorded.

Be careful to provide only facts that can be demonstrated such as title in parish, dates of service, salary/stipend, grade(s) taught, completion of Catechist Formation Program.

Share only information that can be easily documented e.g. by attendance records, performance evaluations.

Do not volunteer extra information, opinions, judgments, or go into detail.

Do not underestimate the power of saying "no comment".

Remember that you have an obligation to signal serious problems for the sake of the children and youth in another parish. If you have concerns about how to address these issues, contact the Safe Environment Office or the Office of Legal Affairs.

Document all information that you give and keep on file.

Supervision (GDC 147)

Catechist Supervision

Catechists are required to participate in the Catechist Formation Program, Levels I And 2. The program provides basic training in spirituality, theology and educational methods. Catechist Formation Levels 3 and 4 (the New York Catholic Bible School Program) are highly encouraged but not required. The entire program is outlined in *Formation for Parish Catechetical Leaders and Catechists* published by the Catechetical Office.

This training is augmented by regular ongoing supervision/observation of the teaching/learning situation by the Director/Coordinator done both formally and informally. Advice and directives will be given in writing as a follow-up to the supervision/observation and the Catechist is expected to put them into practice.

The Catechist is also assisted by the *Catechist Handbook* provided by the Parish Director/Coordinator and is expected to follow its directives in their entirety.

Substitute Catechists should also participate in the Catechist Formation Program, and receive ongoing supervision and training from the Director/Coordinator.

Supervision of Other Catechetical Staff

The Director/Coordinator of Religious Education is also responsible for the ongoing supervision of all other catechetical personnel in the program. Justice and charity should be the hallmark of all actions and decisions carried out in the supervisory capacity.

The Director/Coordinator respects and assures confidentiality in professional relationships, documents and records.

Elements of On-Going Supervision and Formation of Catechists

Primary responsibilities of the Director/Coordinator are on-going supervision and formation of the Catechists. These weekly responsibilities make it impossible for the Director/Coordinator to regularly teach a catechetical session. Supervision is the first part of the on-going formation process for Catechists as the Director/Coordinator helps the Catechist grow and develop in teaching skills, catechetical competencies, and group management. The ultimate goal is always that the faith be handed on with excellence to every child and youth in the parish Religious Education Program.

On-going supervision also gives the Director/Coordinator an immediate understanding of the abilities and struggles of the children and youth being taught in order to be of greater assistance to the families in the program.

On-going supervision and formation consists of:

- short visits to each Catechist's session, if possible, every two weeks, quietly observing the teaching/learning interaction from an unobtrusive place in the room;
- walking outside the rooms where Religious Education is taking place, to listen and learn what is taking place;
- taking notes on each Catechist's strengths, challenges, techniques, knowledge of the subject matter, abilities in working with the children/youth;
- meeting with each Catechist at least once a semester to discuss their professional development and provide means for growth and improvement;
- handling serious needs in the Religious Education sessions immediately to prevent these from causing deterioration of the teaching/learning situation;
- insuring that each Catechist is using the textbook series' Catechist manual and the *Archdiocesan Guidelines for Catechesis* and is spending several hours each week to prepare the lesson;
- requiring a weekly lesson plan from each Catechist, (see Lesson Plan in *Catechist Formation* Chapter of Handbook) and using the lesson plans as a teaching tool in the ongoing formation process;

- organizing a meeting every 2 or 3 years in which the representative of the textbook company provides in-service on the series being used in the Religious Education Program;
- creating opportunities for Catechists to observe other Catechists teaching, either in the home-parish program, or in a neighboring Parish;
- providing time in the Catechist meetings for Catechists to share problems, suggestions, and ideas to improve lesson planning and group management;
- discerning the talents of each Catechist in order to place the person at the grade level most conducive to his or her abilities.

Contents of Catechist File

The Director/Coordinator has a file for each Catechist in which are kept:

- completed Catechist Application Form along with the record of all personal references (A written record of the date the reference was checked, by whom, and a careful summary of what was said should be kept with the application.),
-
- Authorization & Disclosure for Background Check (unless parish entrusts these to someone other than Director)
- Catechist's emergency medical information, if any, in a sealed envelope,
- Catechist Formation records, including sessions attended and the completed observation form,
- all supervision reports,
- written evaluations signed by both Director/Coordinator and Catechist,
- objective documentation of positive contributions and problem behavior

When a Catechist leaves the Parish Religious Education Program, the file is placed in an inactive file and kept for at least 7 years or longer if it is reasonably possible that the person might return to active ministry as a Catechist.

However, if the Catechist is dismissed for extremely poor teaching or for inappropriate behavior, the file should be kept "in perpetuity".

Catechists are allowed access to their official files.

Appropriate Behavior of Catechetical Personnel

Whether working on a volunteer or on a compensated basis, Catechists and other staff members by their appearance and all of their actions should reflect their role as religious educators entrusted with the sacred task of handing on the faith. This should be clearly stated in the Catechist Handbook.

The parish Catechist Handbook specifies what time the Catechist is expected to arrive before the session and how long after the session the Catechist remains. However, a minimum of 10 minutes before and after each session is advisable for adequate supervision and preparation of the learning environment.

The Catechist Handbook provides a calendar indicating all program sessions, Catechist/staff meetings, the Catechetical Forum, and any other events that Catechists are expected to attend. It states that excessive absence and failure to attend required meetings could result in dismissal.

Dress and Appearance

Catechists, Classroom Assistants and Apprentice Catechists are expected to wear modest, professional clothing appropriate for the Religious Education Program sessions. Appearance and dress during the Religious Education Program are an unspoken means of conveying the dignity of the role of Handing on the Faith.

Catechists who must monitor the student's dress code (see *Programs Requirements* chapter of Handbook) certainly cannot violate it in their own attire. It is the Director/Coordinator of Religious Education who has the final authority in determining inappropriateness of clothing and appearance in question.

Unsatisfactory Behavior or Performance of Catechetical Personnel

The Director/Coordinator advises a Catechist or staff member of any behavior that is inappropriate or unacceptable.

The Catechist is also advised if the evaluations of the Catechist's performance indicate an unsatisfactory teaching/learning situation. The Director/Coordinator gives suggestions for improvement.

If the unsatisfactory behavior or performance persists, the Director/Coordinator advises the Pastor of the situation.

In either of these cases (unsatisfactory behavior or performance), a written account of the notification is made (including dates, times, circumstances and other pertinent information) and put in the Catechist's file. This account should be specific, behaviorally oriented and verifiable. It should not contain a character judgment.

The Director/Coordinator specifies in writing the behavioral changes that are necessary. When possible, this includes a time line. This is given to the Catechist and a copy put in the Catechist's file.

If there is no improvement, the Catechist is warned that failure to change the behavior will result in a change of area of service or even dismissal as the situation warrants.

The Director/Coordinator specifies in writing the possible consequences to the Catechist and keeps a copy of this in the Catechist's file.

If the behavior/performance continues to be unsatisfactory, the Director/Coordinator should change the Catechist's assigned teaching level or ministry responsibilities to others more in keeping with his/her abilities, or to dismiss the Catechist.

Dismissal of Catechist

Volunteers can be dismissed as well as paid employees. The procedure is the same for both categories. Some reasons for considering the dismissal of a Catechist are:

- consistently demonstrated failure to maintain control of the group in the Religious Education session,
- inability to adequately teach children or youth,
- consistent failure to follow the Archdiocesan Guidelines or the designated curriculum,
- consistent resistance to the leadership, directives and guidance of the Director/Coordinator,
- excessive absence from the program (the *Catechist Handbook* more specifically defines “excessive”),
- behavior that fosters divisiveness and a spirit of negativity among the other Catechists and staff,
- physical or mental incompetency in carrying out the supervisory and educational responsibilities of the Catechist,

The Director/Coordinator recommends the dismissal to the Pastor, who must make the final decision.

In terminating the services of any employee/volunteer, the employer is not obliged to give reasons, and in some cases it may be preferable not to do so. If reasons are given, they should be behaviorally specific and not judgmental. They should be based on observations and evaluations which have been documented in writing and shared with the employee/volunteer throughout the year.

Regrettably, the Catechist may be hurt or angered by the dismissal, but the Director/Coordinator must remember that the formation in faith of the children and youth is more important than the feelings of the Catechist.

If the Director/Coordinator finds it necessary to dismiss the Catechist, it is pastorally important, when possible, to help the Catechist find aspects of the wider parish life where his/her gifts and talents can be more effectively used.

Allegations of child abuse or molestation must result in immediate suspension. Any allegation of child abuse or molestation must be immediately reported to the Director/Coordinator who will follow the procedure delineated in the Handbook Chapter *Administration for a Safe Environment*.



Handing On the Faith with Excellence

Application to be Catechist or Assistant Catechist

_____ *For Catechist* Parish: _____
_____ *For Assistant Catechist* Deanery: _____

Name _____ E-Mail _____

Address _____

City _____ State _____ Zip _____

Telephone:

Home _____

Cell _____

Business _____

Present Employment _____

Are you a Catholic in good standing? _____ Yes _____ No

If no, explain:

Reception of the Sacrament of Confirmation: Date Received _____

Parish where Confirmation was received _____

How many years have you been a member of this parish? _____

If less than a year, give name and address of former parish:

Are you 18 years of age or older? _____ Yes _____ No

Why are you applying to be a Catechist in this parish? (*Answer on back.*)

Catechetical Background

Number of years as a Catechist? _____

Grade Levels Taught _____

Last parish where you served as a Catechist:

Name _____

Address _____

Note: Your former parish will be asked for a statement regarding your ministry.

Are you certified in Catechist Formation Level 1? ____ Yes ____ No

If yes: Year _____ Diocese _____

Are you certified in Catechist Formation Level 2? ____ Yes ____ No

If yes: Year _____ Diocese _____

List any volunteer projects you have taken part in during the past five years.

List special skills and talents you have (e.g. musical, artistic, clerical):

Religious Educational Background

Check (✓) where you received your religious education.

Elementary School: Catholic School _____ Religious Ed. Program _____

High School: Catholic School _____ Religious Ed. Program _____

College: Catholic School _____ Number of Theology Credits _____

Graduate Studies Catholic Institution _____ Number of Theology Credits _____

Adult Religious Education Courses, Workshops, Seminars attended:

Topic	Number of Hours
_____	_____
_____	_____
_____	_____
_____	_____

Educational Background

Completed Elementary School: _____ Yes _____ No

Completed High School: _____ Yes _____ No

Graduated from College: _____ Yes _____ No

Major _____ Name of College _____

_____ Attended College but did not graduate. Number of years attended _____

List other Programs of Study completed and their length (e.g.number of months/years) :

References

Give two character references from people, preferably an employer, or supervisor, who have known you for 2 or more years.

Name _____ **Relationship** _____

Address _____

Phone _____ Email _____

Name _____ **Relationship** _____

Address _____

Phone _____ Email _____

Please note: these persons will be contacted by the Parish.

The Director/ Coordinator will provide to applicant a copy of the Catechist Job Description and the Catechist Handbook.

Safe Environment

If the answers to any of the following questions are “yes”, please explain on the *Termination Information Form*:

Have you ever been convicted of any criminal offense? Yes_____ No_____

Have you ever had your volunteer or paid services terminated at the initiative of any parish, school or agency? Yes_____ No _____

If yes, give explanation on *Termination Information*.

Has a civil or criminal complaint ever been filed against you alleging child neglect or abuse of any kind?_____

Have you ever been terminated or disciplined in your employment for reasons relating to allegations of physical abuse or sexual misconduct by you?_____

Have you ever been accused of or investigated for an act of sexual abuse or harassment of any kind?_____

I hereby certify that the information I have provided in this application and any attached documents, is complete, true and correct to the best of my knowledge. I also agree that if any event occurs that would change the answers given above, I will report that immediately to my supervisor.

I understand that it is my responsibility to comply fully with the Safe Environment Requirements of the Archdiocese of New York within 45 days of commencing my service with an Archdiocesan institution. I understand that these requirements include submitting to a background check and completing the appropriate Safe Environment Training Program.

I also understand that full compliance with these requirements is a condition of any volunteer service or employment with an Archdiocesan institution that involves regular contact with minors, and that failure to comply will result in my being barred from any contact with minors in any Archdiocesan institution.

I further acknowledge that I have received the Summary of the Archdiocese of New York’s Policy on Sexual Misconduct and the Code of Conduct. I understand their meaning, and agree to conduct myself in accordance with their terms. I acknowledge that the policy is not intended to create any contractual obligations, express or implied, on the part of the Archdiocese of New York or its affiliated entities.

Signature of Applicant

Date

Termination Information (Application for Catechist & Assistant Catechist)
Confidential Information

Parish_____

Applicant_____

Explanation of previous services termination:

Explanation of conviction for criminal offense:

Signature of Applicant

Date

Signature of Pastor

Date

Catechist's Emergency Medical Information

Confidential Information to be kept in Catechist file in sealed envelope and opened ONLY in case of emergency

Name of Catechist _____

Home Address _____

Name of Person to be contacted in emergency: _____

2 phone numbers: _____

Name of Physician to be contacted _____

Physician's Phone Number _____

Chronic conditions that might affect treatment (e.g. diabetes)

Are you on medication that might affect treatment? _____ Yes _____ No

If yes, name medications and give dosage.

Specify any allergies to medications or other

Is there anything else an EMT or physician would need to know about you?



Handing On the Faith with Excellence

Solicitud para el Catequista y Asistente a Catequista

_____ Para Catequista

Parroquia: _____

_____ Para Asistente a Catequista

Deanery: _____

Nombre _____ E-Mail _____

Dirección _____

Ciudad _____ Estado _____ Zip _____

Numeros de Teléfono:

Casa _____

Cell _____

Oficina _____

En donde está Usted empleado actualmente? _____

Es Usted un buen Católico? _____ Si _____ No

Si no, por favor explique

Recepción del Sacramento de Confirmación: Fecha _____

Parroquia en donde lo recibió _____

Hace cuantos años es usted miembro de ésta parroquia? _____

Si es menos de un año, por favor complete las lineas siguientes:

Parroquia Anterior _____

Dirección _____

Tiene 18 años de edad or más? _____ Si _____ No

Porqué está usted aplicando al ministerio catequético?

Antecedentes Catequéticos

Por cuántos años ha sido Usted Catequista? _____

Grados que enseñó _____

Última parroquia en donde enseñó

Nombre _____

Dirección _____

Nota: A su ultima parroquia se le pedirá referencia a cerca de su ministerio.

Tiene usted un certificación en Formación para Catequistas nivel 1? ____ Si ____ No

Año de Certificación _____ Diócesis _____

Tiene usted un certificación en Formación para Catequistas nivel? ____ Si ____ No

Año de Certificación _____ Diócesis _____

Favor de anotar los trabajos en los cuáles ha participado como voluntario durante los últimos cinco años:

Favor de anotar sus habilidades y talentos. Por ejemplo: musical, artístico, de oficina

Antecedentes De Educacion Religiosa

Por favor marque (✓) en donde recibio Usted su Educacion Religiosa.

Primaria Escuela Católica _____ Programa de Estudios Religiosos _____

Secundaria: Escuela Católica _____ Programa de Estudios Religiosos _____

Universidad: Institución Católica _____ Número de Créditos en teología _____

Estudio Graduados: Institución Católica _____ Número de Créditos en teología _____

Educación Religiosa para Adultos: cursos, talleres, seminarios a los cuáles asistió:

Tópico	Número de Horas
_____	_____
_____	_____
_____	_____

Antecedentes Educativos

_____ Cuándo completó su Primaria?

_____ Cuándo completó su Secundaria?

Cuándo se graduó de la Universidad:

Especialidad _____ Nombre de la Universidad _____

Otros Estudios y la Cantidad de Tiempo Dedicado a Ellos

Referencias

Favor de anotar dos referencias personales, preferiblemente de un jefe o supervisor, que lo conoce a Usted por 2 años or más.

Nombre _____ **Relación** _____

Dirección _____

Teléfono _____ Email _____

Nombre _____ **Relación** _____

Dirección _____

Teléfono _____ Email _____

Nota: estas personas seran contactada por la parroquia.

Nota: El Director/Coordinador proporcionarán al solicitante una copia de la Guía de Catequista y las responsabilidades.

Si las respuestas a cualquiera de las preguntas siguientes son "sí", explica por favor en la Forma de Información de Terminación:

¿Jamás ha sido condenado usted de alguna ofensa criminal? Sí _____ no _____

le Tiene jamás tuvo a su voluntario o los servicios pagados terminaron en la iniciativa de cualquier parroquia, la escuela o la agencia? Sí _____ no _____

Si sí, da explicación en la *Información de Terminación*.

Tiene un reclamo civil o criminal jamás fue archivado contra usted alegando que descuido de niño o abusa de cualquier tipo? _____

le Tiene jamás fue terminado o disciplinado en su empleo para razones que relacionan a alegaciones de abuso físico o mala conducta sexual por usted? _____

le Tiene jamás fue acusada de, o investigado para, un acto de abuso o acoso sexuales de cualquier tipo? _____

Yo por la presente certifico que la información que he proporcionado en Esta aplicación y algún documento conectado, son completo, verdadero y correcto según mi leal saber y entender. Yo también concuerdo que si cualquier acontecimiento ocurre que cambiaría las respuestas dadas arriba, yo informaré que inmediatamente a mi supervisor.

Comprendo que es mi responsabilidad de obedecer completamente con los Requisitos Seguros de Ambiente de la Archidiócesis de Nueva York dentro de 45 días de comenzar mi servicio con una institución Archidiocesana. Comprendo que estos requisitos incluyen someterse a un cheque del fondo y completar el Programa de capacitación Seguro apropiado de Ambiente.

Yo también comprendo que conformidad llena con estos requisitos es una condición de algún servicio o el empleo de voluntarios con una institución Archidiocesana que implica contacto regular con menores, y con que fracaso para obedecer tendrá como resultado mi ser impedido de cualquier contacto con menores en cualquier institución Archidiocesana.

Reconozco aún más que he recibido el Resumen de la Archidiócesis de la Política de Nueva York en la mala conducta Sexual y el Código de Conducto. Comprendo su significado, y concuerdo en realizarme de acuerdo con sus términos. Reconozco que la política no es pensada crear ninguna obligación contractual, el expreso ni implícito, en la parte de la Archidiócesis de Nueva York ni sus entidades afiliadas.

Firma de Solicitante

Fecha

Información de Terminación (Solicitud para el Catequista y Asistente a Catequista)
Información Confidencial

Parroquia _____

Candidato (a) _____

Razón por la cuál alguno de sus servicios anteriores fueron terminados:

Razón por la cuál alguna vez ha sido convicto por ofensa criminal:

Firma de Candidato(a)

Fecha

Firma del Pastor

Fecha

Información Para Urgencias Médicas del Catequista

Información Confidencial que se debe mantener en el archivo de Catequista en un sobre cerrado y solo ser abierta en caso de emergencia

Nombre del Catequista _____

Dirección _____

Nombre de la Persona que se puede llamar en caso de emergencia: _____

2 números de teléfono: _____

Nombre del Doctor que se puede llamar: _____

Teléfono del Doctor: _____

Condiciones Crónicas que puedan afectar el tratamiento (ejemplo diabetes)

Está tomando medicinas que pueden afectar el tratamiento? _____ Sí _____ No

Si sí, qué es el nombre de la medicina y el dosis?

Favor de especificar si es alérgico a alguna medicina o a otra cosa.

Hay algo más que el doctor o el personal de emergencia debe saber sobre usted?
Por favor especifique.

Catechists' Weekly Preparation

The same day as the previous religious education session has been conducted.

Read the lesson in the Catechist manual for the following week. Also read the section of the Archdiocesan Guidelines which you will be teaching. This gives you time to mull over the contents yourself and also to seek help in whatever areas you are unclear about. It gives time for ideas on presentation to germinate.

Look up and read prayerfully the Scripture passages suggested in the guidelines and in the manual. Deepen and broaden your understanding of these passages with the help of scripture resources. Allow them to soak into your own heart before you attempt to present them to the students.

At least 3 days prior to the session:

Study the lesson in the manual.

Decide if and where you need to change the manual's approach in order to better meet the needs of your students. Be very clear as to the reason for this change.

Prepare your written lesson plan, writing down exactly what you will do.

Have the lesson content and plan so well in your mind that you will not be riveted to the manual, but rather able to follow it while at the same time being attentive to the needs of the students and the action of the Holy Spirit.

Plan so that every minute of time in the session is well used in some way.

Plan to have a variety of learning activities to meet the various learning styles of the children/youth. Plan to keep the children's attention and interest.

Immediately Before the Religious Education Session:

Arrive at least 15 minutes before the session begins in order to prepare the learning space and to be in control of it when the children arrive.

Get all materials – books, media, art supplies, etc. – ready to be used so that no time is lost during the session.

Be sure you have a way of remembering each child's name (e.g. seating chart).

After the Religious Education Session:

Stay at least 10 minutes in order to see any student/parent who wishes to see you.

Lesson Plan for Religious Education Session

(Use Reference Pages in Planning)

Name of Catechist: _____ Date of Class: _____

Grade Level Taught _____ Section/Session: _____

Review: _____

Aim/Objective of Religious Education Session:

Catechist Manual : chapter and pages: _____

Archdiocesan Guidelines Concept(s):	Page Number(s):
_____	_____
_____	_____
_____	_____

Scripture References	New Vocabulary
_____	_____
_____	_____
_____	_____

Prayer Experience: _____

Teaching Methods: _____

Teaching Materials: _____

Homework: _____

Reference Pages To Be Used in Planning the Religious Education Session

Life Experience

- Which of the children's life experiences will I draw upon to evoke their enthusiasm and explain the content of this session?
- Should I use the life experience given in the textbook?
-

Catechesis (Faith Development)

- What is the Basic Teaching in the Archdiocesan Guidelines for this lesson?
- What is the Catechesis (Faith Development) in the Catechist's Manual?
- In my own words, describe the catechesis (i.e. church doctrine, Scripture, tradition, church law, etc.) that I will teach.

Sacred Scripture

- What are the Scripture references in the Archdiocesan Guidelines for this session?
- What are the Scripture references from the Catechist's Manual for this session?
- Do I wish to use any other Bible references? Why?

Prayer and Worship

- What is the suggestion for Prayer and Worship in the Archdiocesan Guidelines for this session?
- What is the Catechist's Manual suggestion for Prayer and Worship?
- What prayer experience will I share with the children/youth in my session?
- What special intentions should we remember to pray for?
- Should I include reference to any Holyday or Church season?
- What specific prayer do I want to review or teach?
-

Faith Response (Christian Living):

- What is Christian Living Response in Archdiocesan Guidelines for this session?
- What is the Faith Response encouraged in Catechist's Manual for this session?
- What Faith Response do I expect from the children and how will I encourage it?

Teaching Methods:

Which teaching methods will I use and how will I use these methods?

___ Bible reading and reflection	___ demonstration	___ memorization	___ project
___ examining a basic conception	___ activity	___ drama	___ game
___ reading of the textbook	___ story telling	___ art	___ music
___ discussion			
___ other:	_____		

Teaching Materials

Which teaching materials will I use?

- | | |
|--------------------------|-------------------------|
| _____ textbook | _____ DVD/Video |
| _____ Bible | _____ CD |
| _____ activity book | _____ PowerPoint/slides |
| _____ information sheets | _____ pictures |
| _____ worksheets | _____ audiotape |
| _____ chalkboard | _____ posters |
| _____ other: _____ | |

How will I use them: _____

Homework

- What homework assignment will help my students better understand and live Christ's message:

- Something to think about: _____

- Something to write about: _____

- Something to do: _____

- Something to review: _____

- Is there something in the assignment that will draw in and involve the student's parents in some way? _____

Catechist's Personal Evaluation (to be done after teaching the session):

- *How did the children/youth respond to this session?*
- *What should I review from the session for next week?*
- *How do I feel about this session?*
- *Would I do anything different next time?*
- *List at least two good things you or the children experienced from this session.*

Plan de Lección para una Sesión de Catequesis
(Paginas de referencia de uso en la planificación)

Nombre de Catequista _____ Fecha de la Clase _____

Nivel de Grado enseñado _____ Periodo de Sesiones _____

Revisar: _____

Objetivo de la Catequesis de Sesión:

Manual de Catequista: páginas y capítulo _____

Concepto(s) de Directrices:

Número de la(s) Página(s):

Referencias de las Escrituras:

Vocabulario Nuevo:

Experiencia de Oración: _____

Método de Enseñanza: _____

Materiales de Enseñanza

Deberes/Tarea: _____

Paginas de Consulta para ser utilizado en la planificación de la Sesión de Educación Religiosa

Experiencia de Vida

- ¿Cuál de las experiencias de vida de los niños voy a aprovechar para provocar su entusiasmo y explicar el contenido de sus sesiones?
- ¿Debo usar la experiencia de vida del libro de texto?

Catequesis (Desarrollo de la Fe)

- ¿Cuál es la enseñanza básica en las Directrices de la Arquidiócesis de esta lección?
- ¿Cuál es la catequesis (desarrollo de la fe) en el manual del Catequista?
- En mis propias palabras, describa la catequesis (es decir: doctrina de la iglesia, la Escritura, la tradición, la ley de la iglesia, etc.) que voy a enseñar.

La Sagrada Escritura

- ¿Cuáles son las referencias bíblicas en las Directrices de la Arquidiócesis para esta sesión?
- ¿Cuáles son las referencias bíblicas del Manual del Catequista para esta sesión?
- ¿Qué otra referencia bíblica usaría? ¿Por qué?

Oración y Adoración

- ¿Cuál es la sugerencia de oración y adoración in las Directrices de la Arquidiócesis para esta sesión?
- ¿Cuál es la sugerencia del manual del Catequista de oración y adoración?
- ¿Qué experiencia de oración voy a compartir con los niños?
- ¿Qué intenciones especiales nos recordamos de orar?
- ¿Debo incluir la referencia a cualquier día santo o la temporada en la Iglesia?
- ¿Qué medidas concretas de oración es lo que quiero para revisar o enseñar?

Respuesta de Fe (Vida Cristiana)

- ¿Cuál es la respuesta Cristiana de Vida en las Directrices de la Arquidiócesis para esta sesión?
- ¿Cuál es la respuesta de fe que anima en el manual del Catequista para esta sesión?
- ¿Qué respuesta de fe es lo que espero de mis estudiantes y cómo voy a animar a esta respuesta?

Métodos de Enseñanza

¿Qué métodos de enseñanza voy a usar y como se utilizan estos métodos?

_____ Lectura de la Biblia y la reflexión	_____ Demostración	_____ Arte
_____ El examen de un concepto básico	_____ Actividad	_____ Discusión
_____ Memorización	_____ Proyecto	_____ Música
_____ Narración de cuentos	_____ Juego	_____ Drama
_____ La lectura del libro de texto	Otros: _____	

Materiales de Enseñanza

¿Cuál material didáctico voy a usar?

_____ Libro de texto	_____ DVD/Video
_____ Biblia	_____ CD
_____ Libro de actividades	_____ Imágenes
_____ Fichas de información	_____ Diapositivas
_____ Hojas de cálculo	_____ Cinta de audio
_____ Pizarra	_____ Registro
_____ Otros: _____	

¿Cómo se usan?

Tarea:

¿Qué tareas le ayudara a los niños a comprender mejor y vivir el mensaje de Cristo?

- Algo para meditar: _____
- Algo para escribir sobre: _____
- Algo que hacer: _____
- Algo para examinar: _____

¿Hay algo en la tarea que involucra a los padres de los niños de alguna manera?

Evaluación Personal del Catequista *(para hacer después de la enseñanza de la sesión)*

- ¿Cómo responden los niños con esta sesión?
- ¿Qué debo hacer para revisar de la sesión para la próxima semana?
- ¿Cómo me siento acerca de esta sesión?
- ¿Haría algo diferente la próxima vez?
- Haga un listado mínimo de dos cosas buenas que usted o los niños experimentaron en esta sección.