



**The Institute for
Catholic Formation**

Diocese of Bridgeport

CATECHETICAL LEADER
MONTHLY CHECKLIST





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Catechetical Leader Monthly Checklist

The following is a listing of many of the "Administrative Tasks" that are to be completed throughout the calendar year. **These are suggested dates for completion.** This calendar indicates the month MOST PARISHES complete the listed task.

Every parish will have its own timeline and the Catechetical Leader should complete the tasks using their own parish timeline. It is also important to note there will be activities/tasks that are unique to your parishes that you should ADD to this checklist. Please have your Pastor look over this list to make sure there is nothing that was inadvertently left out or overlooked. Any modification you make for your parish should become part of your timeline.

For the purpose of this checklist, the calendar is arranged in accordance with the school year, starting in September and ending in May, with the summer months of June, July and August a time of preparation and planning. These items are mere suggestions and may not apply to your program. Do not modify what you do if it currently works. If there are areas on the checklist that may make your life easier "time wise" an adjustment would be suggested.

If you have an activity/procedure that you think EVERYONE should add to their checklist please contact our office and we will communicate that to all the parishes. If you have any other questions or concerns about the content of this checklist, please call us at the Institute for Catholic Formation 203-416-1657 or via email at pdonovan@diobpt.org.

God's blessings and peace...Patrick Donovan

Summer (June, July, August)

- ___1. Send out notifications to church of baptism for FHC.
- ___2. Recruit catechists and aides for the following year
- ___3. Evaluate lessons from last year. Make necessary changes for next year.
- ___4. Plan calendar for the year
- ___5. Plan and review student lesson calendar with these ideas in mind
 - a. Check parish calendar for conflicts.
 - b. Scheduled Confirmation.
 - c. First Penance.
 - d. First Holy Communion.
- ___6. Schedule First Penance and First Holy Communion.
- ___7. Send out lesson dates to parents.
- ___8. Plan lessons for next year.
- ___9. Plan yearly program meetings and opportunities for involvement in the program and activities
- ___10. As registrations come in input family information into parishsoft and add children to assigned grade and create invoice for each family.
- ___11. Plan and schedule parent Faith Formation events/activities throughout the year. (Thanksgiving food drive/Nativity/Stations of the Cross/Easter egg hunt)
- ___12. Update family/student files and records.
- ___13. Plan Confirmation retreat.
- ___14. Prepare class schedule and yearly calendar for posting on website.
- ___15. Make up catechist calendar for the year.

- ___16. Check Virtus training.
- ___17. Order books/supplies/online work etc. (ongoing thru Dec for late registrations)
- ___18. Conduct catechist training, lesson plans, classroom behavior expectations etc.
- ___19. Invite catechist to register for Catechetical Formation training
- ___20. Prepare class list with parent contact information (note special circumstances or instructions regarding special needs of student. Make note on attendance sheet to review with catechist)
- ___21. Prepare Confirmation packets for 8th grade.
- ___22. Give catechists the classroom lessons and make sure their login for the Confirmation program is up to date.
- ___23. Order Confirmation and First Holy Communion certificates.
- ___24. Send out reminder email about registering for lessons beginning in the fall.
- ___25. Set up a sign-up genius for parents to host coffee morning after the family Mass twice a month beginning in the fall.
- ___26. _____
- ___27. _____
- ___28. _____

Notes:

September

- ___1. Continue registration
- ___2. Print Attendance sheets and class lists. Give attendance sheets to catechists at every lesson.
- ___3. Begin Faith Formation lessons.
- ___4. Meet with parents of students in Confirmation classes. Talk about lessons, expectations, and assignments. (Post requirements on website, Faith Formation page).
- ___5. Email parents a reminder one week before every lesson. Grades 1-9
- ___6. Give parents an overview of the lesson one week before lesson takes place. (Confirmation prep students only)
- ___7. Check registrations and billing. Reach out to those who owe money.
- ___8. Be visible to parents and students always.
- ___9. Send out dates for parent/student meeting about First Penance, when First Penance and FHC will be held.

If you have Confirmation scheduled in the fall:

- ___10. Collect baptismal records for Confirmation students. Record information ready to send out notifications after Confirmation.
- ___11. Order Confirmation robes
- ___12. Review Confirmation students' files for service hours completed, sponsor eligibility, Confirmation name and assignments handed in.
- ___13. Plan Confirmation seating and find readers.
- ___14. Reach out to photographer answer any questions and give total number of students.
- ___15. _____

Notes:

October

- ___1. Send readings to parents/students.
- ___2. Order Advent materials.
- ___3. Organize Thanksgiving food drive/volunteers.
- ___4. Plan advent activities for classrooms and schedule advent/Christmas family centered events/nativity.
- ___5. Talk with pastor and music director to coordinate who is doing what.
- ___6. Update snow/cancellation contact information with TV station and pastor.
- ___7. Find children to participate in the Christmas nativity.

If you have Confirmation scheduled in the fall:

- ___8. Prepare name cards for Confirmation ceremony.
- ___9. Print Confirmation certificates and have pastor sign them.
- ___10. Update and print Confirmation programs.
- ___11. Speak with flower person for the church. Inform her of the Confirmation date.
- ___12. Send out reminder email to parents about Confirmation and important information.
- ___13. _____
- ___14. _____

Notes:

November

- ___1. Print out volunteer signup sheets for Thanksgiving food drive.
- ___2. Thanksgiving food drive.
- ___3. Begin nativity rehearsals.
- ___4. Organize carol singing for the nursing home.
- ___5. Send out photo link for parents to purchase photos.

If Confirmation was completed in the fall:

- ___6. Add Confirmation information into record books.
- ___7. Print off and send out Confirmation notification to church of baptism.
- ___8. _____
- ___9. _____

Notes:

December

- ___1. A month to catch up on recording attendance, filing, paperwork etc.
- ___2. Clean up any registration issues/payments etc.
- ___3. Carol singing event at the nursing home.
- ___4. Nativity.
- ___5. _____
- ___6. _____

Notes:

January

- ___1. Submit request date for Confirmation.
- ___2. Distribute Act of Contrition to teachers/students preparing for Sacrament.
- ___3. Instruct teachers to review procedures for reconciliation with students in 2nd grade.
- ___4. Send out reminder email for remaining lessons thru end of the year.
- ___5. Send out reminder emails regarding first penance and FHC dates.
- ___6. Remind students/parents to complete Confirmation assignments.
- ___7. Schedule photographer for First Holy Communion.
- ___8. _____
- ___9. _____
- ___10. _____

Notes:

INITIAL DRAFT

February

- ___1. First Penance preparation begins.
- ___2. Send out dress code for FHC to parents.
- ___3. Order Mother’s Day gifts.
- ___4. Order Lent/Easter calendar.
- ___5. Conduct First Penance meeting.

If you have Confirmation scheduled in the spring:

- ___6. Collect baptismal records for Confirmation students. Record information ready to send out notifications after Confirmation.
- ___7. Order Confirmation robes
- ___8. Review Confirmation students’ files for service hours completed, sponsor eligibility, Confirmation name and assignments handed in.
- ___9. Plan Confirmation seating and find readers.
- ___10. Reach out to photographer answer any questions and give total number of students.
- ___11. _____
- ___12. _____
- ___13. _____

Notes:

March

- ___1. Verify/research all baptismal records in parishsoft for FHC students. If none found, email parents to obtain a copy.
- ___2. Remind parents Confirmation requirements are to be handed in by April 1st.
- ___3. Immediate prep for FHC.
- ___4. First Penance takes place. (No certificates shall be presented for such a personal sacrament.)
- ___5. Look for readers for First Holy Communion and send them the readings to practice.
- ___6. Organize family stations of the cross/find student readers.
- ___7. Purchase Easter eggs and candy and have youth group fill them.
- ___8. Plan FHC seating arrangement/procession/gift bearers/readers
- ___9. First Holy Communion Retreat.

If you have Confirmation scheduled in the spring:

- ___10. Prepare name cards for Confirmation ceremony.
- ___11. Print Confirmation certificates and have pastor sign them.
- ___12. Update and print Confirmation programs.
- ___13. Speak with flower person for the church. Inform her of the Confirmation date.
- ___14. Send out reminder email to parents about Confirmation and important information.
- ___15. _____
- ___16. _____

Notes:

April

- ___1. Begin registration for the following year.
- ___2. Assign students to a class/grade.
- ___3. Update family details in parishsoft.
- ___4. Collect Confirmation requirements and check them off on check list.
- ___5. Order Rosaries for FHC students.
- ___6. Send out reminder email about FHC and last minutes details.
- ___7. Collaborate with pastor and music director about readings, music for ceremony, song for students to sing during ceremony and FHC program.
- ___8. Touch base with the flower lady about decoration for FHC.

If Confirmation was completed in the spring:

- ___9. Add Confirmation information into record books.
- ___10. Print off and send out Confirmation notification to church of baptism.
- ___11. _____
- ___12. _____
- ___13. _____

Notes:

May

- ___1. Reminder email about Confirmation requirements to be handed in.
- ___2. Complete and print FHC program.
- ___3. Set up hall with chairs and names for FHC rehearsal.
- ___4. Finish off FHC program and print.
- ___5. Print FHC certificates and have pastor sign them.
- ___6. Two First Holy Communion ceremonies on two consecutive Sundays.
- ___7. Send out photo link in an email for parents to purchase photos.
- ___8. Collect teacher materials.
- ___9. Organize a catechist appreciation dinner.
- ___10. Record First Holy Communion in the record books.
- ___11. Record FHC in parishsoft.
- ___12. _____
- ___13. _____
- ___14. _____

Notes:

Other Important Jobs!!

- ___1. Create a Faith Formation page in the bulletin and have someone proof read it before sending it to the parish secretary on Tuesday every week.
- ___2. Advertise events, reminders, dates etc. in bulletin and/or send to the web person for the eblast and website.
- ___3. Show and ask for approval from the pastor of all items before publishing them.
- ___4. Use Sacramental guidelines from the Diocese as a reference tool when planning sacraments.
- ___5. Coordinate ALL DATES with parish calendar. Reserve conference room, church hall and/or classrooms at GCS.
- ___6. Keep a record of volunteer hours for every event. Students will ask for records and letter of recommendations for school or college.
- ___7. Keep up to date with who is Virtus trained or needs training etc.
- ___8. Hold twice monthly youth group meetings in the church hall/designated room.
- ___9. Order Pizza the day of youth group.
- ___10. Youth choir twice a month at the 5pm Sunday Mass.
- ___11. Continually add families to parishsoft throughout the year and update records as and when they come in.
- ___12. Always be visible to parents and children. Visit classrooms often.
- ___13. Set up and breakdown classrooms before and after lessons from September thru May. (Set up computers, tables, and chairs, etc.)
- ___14. Hold a coffee morning twice a month on a Sunday morning following the family Mass and noon Mass.
- ___15. Set up and breakdown table, refreshments, garbage after coffee morning.
- ___16. Plan and organize parish events, service projects etc.

- ___17. Attend Parish council meetings.
- ___18. Attend a ministry meeting once a month.
- ___19. Attend DRE meetings via zoom and in person on regular basis.
- ___20. Collaborate with parishes in surrounding area for youth group.
- ___21. Ask for help!

****Rest easy... ultimately God's in charge and
He is smarter than we are!***

INITIAL DRAFT

Definitions for the purpose of this document:

- A **Minor** is defined as a person under the age of 18.
- A **Young Adult** is defined as a person age 18-20. Both a **Minor and a Young Adult** are defined as **Youth**.
- An **Adult** is defined as a person age 21 or older.
- A **Vulnerable Adult** is defined for the purpose of this document as an Adult who experiences physical, emotional, intellectual, or psychological impairment or infirmities of aging which renders them unable to defend or protect themselves or where the Adult's movement is physically restricted such as in the case of Human Trafficking.

The Rule of Two

Personnel must be aware of their own and others' vulnerability when working with minors and Vulnerable Adults. Use a team approach by ensuring that there are always two or more Adults present in close proximity when managing all activities where minors and Vulnerable Adults are present. (You should be able to see/hear another Adult.)

No minor or young Adult (18-20) may have principal responsibility for supervising or carrying out a church-related activity without two Adults (21 years of age or over) present. You may have a minor assistant catechist in a classroom, however, a cleared Adult who is age 21 or older must be physically present in that immediate room and there must be a second cleared Adult in close proximity such as a hall monitor or a classroom immediately across the hallway.

Loving God, Creator of all things,
you call us to be in relationship with you and others.

Thank you for calling me to be a catechist,
for the opportunity to share with others
what you have given to me.

May all those with whom I share the gift of faith
discover how you are present in all things.

May they come to know you, the one true God,
and Jesus Christ, whom you have sent.
May the grace of the Holy Spirit guide my heart and lips,
so that I may remain constant in loving and praising you.

May I be a witness to the Gospel and a minister of your truth.
May all my words and actions reflect your love.

Amen.

(prayer compliments of Loyola Press)



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