



# *Appendix F ~ Other*

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# Resource Shelf Materials

Catechetical leaders depend upon books and documents for reference and research. The following are recommended materials for the reference shelf of every parish catechetical leader. Additional resources may be found in your regional resource centers.

## GENERAL REFERENCE

- Bible
- Vatican II Documents
- Catechism of the Catholic Church
- General Directory for Catechesis
- National Directory for Catechesis
- The Catechetical Documents: A Parish Resource
- Directory for Masses with Children
- The Liturgy Documents Volumes 1 & 2
- The Bible Documents
- The Catechist in the Third Millennium ~ Call, Mission and Formation
- The Catechetical Leader in the Third Millennium
- Rite of Christian Initiation of Adults
- Celebrations of Sacraments for Persons with Disabilities
- Recommended Technology Guidelines for Pastoral Work with Young People  
*[www.nfcym.org/resources/documents/TechnologyGuidelinesNov2010](http://www.nfcym.org/resources/documents/TechnologyGuidelinesNov2010)*

## DIOCESAN REFERENCES

- Sacramental Guidelines of the Diocese of Syracuse
  - Baptism
  - First Penance
  - First Eucharist
  - Confirmation
- RCIA Resource Handbook
- Resource Center online catalogue: *<http://resources.syrdio.org/>*
- Faith Formation Office website: *<http://faithformation.syrdio.org/>*
- Resource Center online resources: *[rcfaithquest.weebly.com](http://rcfaithquest.weebly.com)*
- Handbook for Catechetical Leaders and Pastors
- Safe Environment Training for Children and Youth - Circles of Care
- Equipping the Saints for the Work of Ministry

## PARISH REFERENCES

- Parent Handbook
- Catechetical Staff Handbook

# Catechetical Commissions & Committees

"If a pastor so chooses, he may establish a commission to assist him with his catechetical responsibilities."  
(*National Directory for Catechesis*, p 255)

The *NDC* further states:

"No single model of a representative board, however, will be suited to every parish. Different circumstances in parishes require different organizational forms. In parishes that have established parish pastoral councils, the catechetical board can be a commission or committee of the parish pastoral council. Otherwise it can take the form of a separate standing committee or some other entity. No matter what organizational form is chosen, the various educational and catechetical components of a parish program of evangelization and pastoral care should be developed in harmony with one another and with the total program of pastoral care planned by the parish." (*NDC* pp 255-256)

Just as the organizational form of a catechetical board/committee will vary due to local circumstances and needs, so too will the membership structure. Board/committee composition, selection of membership, term of membership, and relationship of the parish catechetical leader and staff to the board should be determined locally. Possibilities regarding the role of the catechetical leader include:

- (a) The catechetical leader serves as a staff person to the committee, but is not officially a member of the committee.
- (b) The catechetical leader serves as a member of the committee who has "voice" but does not vote.
- (c) The catechetical leader serves as a full member of the committee, with voice and vote.

The role of the parish catechetical board/committee might include some or all of the following responsibilities:

- to help formulate a vision/mission statement
- to serve as an advisory board to the pastor and catechetical leader
- to develop and recommend policy
- to identify needs and develop goals
- to assist in preparing the budget
- to assist in the hiring process for the parish catechetical leader(s)
- to assist in communication to the parish
- other responsibilities delegated by the pastor and/or parish catechetical leader

# Ministering With More Than One Parish

*One catechetical leader for two different faith communities is becoming more of a reality. It would be helpful to examine ways to make the collaboration between parish programs run smoothly.*

1. Form an advisory group, composed of the pastor, catechists from both parishes and a few parents. If a catechetical leader is presently in ministry in one of the parishes and will be staying on, (s)he should also be in attendance.
2. Invite an expert, such as a catechetical leader who is successfully ministering in two parish communities, or your Regional or Diocesan Director of Religious Education, to come to talk with your planning group about what they know and any advice they would have.
3. Give everyone the opportunity to discuss their expectations clearly and honestly. If expectations are not clear, it will cause frustration on the part of both the catechetical leader and the parish. For example, where will the catechetical leader be expected to attend Mass? If (s)he is not present at both churches, will it cause hard feelings at the parish not attended? Should it be every other week at each parish?
4. Once the catechetical leader is in place, (s)he should be introduced to all parishioners at both parishes during the weekend liturgies. A brief biography and photo, as well as a statement of hopes and dreams could also be inserted in the bulletins. If possible, the catechetical leader should become a lector or Eucharistic minister in the parishes, so as to be a visible presence to the wider faith community.
5. Have a well-defined job description with responsibilities clearly spelled out. Make sure that all involved agree on office space and equipment, accountability, required meetings.
6. Listen to the past experiences of the parish catechetical programs before making any large-scale changes. Spend time getting to know the people, catechists, parents, pastoral council and of course, the students. The best way to teach about Jesus is to be the presence of Jesus to others.
7. Provide for a well planned, shared budget that will allow the ministry to progress smoothly. All money and payroll should go through one bookkeeper.
8. Develop a schedule of classes, activities, liturgies, etc. for the year. Invite the advisory group to give you some feedback. Will both parish programs maintain their own identity or will they be combined? Will sacramental preparation and celebrations remain in each parish?
9. Ask for help from the pastor, catechists and parents when recruiting the first year. It's difficult to know whom to invite when you don't know the community very well. Then, follow the guidelines for volunteer applications and interviews set out by the diocese.
10. Be an active part of the regional catechetical community: attend the monthly meetings; meet on a regular basis with the other catechetical leaders of your pastoral care area; discuss what has worked for them and how you might be able to plug in or adapt their ideas.
11. Communicate!!!
  - Bulletin announcements – make sure the same announcements are used in both parishes and try to include something every week.
  - Web page – ask some of the young people in your parish to develop and/or update the parishes' web site. Include information about the program, highlight some of the catechists, students, activities.
  - Bulletin boards – put pictures there too, with information about the people and events shown.
  - Newsletters – put one on the web site, have them available at the parish, along with the bulletins, send them home with the students, mail them to the homebound, along with a note from students.
  - Monthly updates – write up a brief update for the pastoral council and staff, as well as the advisory group.

# Checklist for New Volunteers

When a parishioner volunteers for catechetical ministry, the catechetical leader must assure that diocesan requirements are fulfilled and some orientation steps are taken regarding this service to the parish. These are listed below. It is suggested that the volunteer be an active member of the parish for at least one year before beginning service in catechetical ministry.

- Roman Catholic Diocese of Syracuse Application for Volunteer Service
- Initial Interview
  - Access area of interest within the catechetical ministry
  - Experience
- References checked
- Participation in VIRTUS ~ Protecting God's Children program
- Background check
- Basic Catechetical Certification completed within the first two years
- Parish policies/Parish Handbook
  - Overview of parish vision for Catechetical ministry
  - (Parish Handbook for Families very helpful here)
- Specific vision for particular ministry (5th grade, Children's Liturgy of the Word, etc.)
- Specific ministry description including responsibilities
  - (Parish Handbook for Catechetical Staff very helpful here)
  - Attendance, dismissal, substitutes, etc.
  - Catechist meetings, in-service opportunities, days of prayer, commissioning, etc.
  - Emergency procedures
- Communication
  - Ongoing communication with catechetical leader
  - Mentoring with experienced catechist

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