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CATECHETICAL STAFF

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THE VALUE SOUGHT

CATECHISTS INSPIRING THE CHURCH TO LIVE AND PROCLAIM THE GOSPEL OF JESUS THE CHRIST.

**301.00 Catechists are members of the Catholic faith and model this in both words and lifestyle.**

302.00 All catechists beginning service in the Diocese after August 1, 1994 will have an *Act 34* clearance from the Pennsylvania State Police. The cost will be paid by the parish as directed by Bishop Donald W. Trautman on June 30, 1994. Catechists are also required to have the *Pennsylvannia Child Abuse History Clearance* from the Pennsylvania Department of Public Welfare as mandated by Bishop Trautman on June 25, 2001.

**310.00 All catechists will have a confidential personnel file at the parish.**

310.10 All records pertaining to the service of a catechist, as identified in the *Diocese of Erie Religious Education Leader Handbook*, will be maintained in their personnel file by the religious education leader.

**320.00 All catechists will meet Diocesan certification standards.**

321.00 All catechists will be certified according to Diocesan standards or be working toward this goal as defined in *Diocese of Erie Catechist Certification Guidelines* approved by Bishop Donald W. Trautman on April 1, 1997.

321.10 Religious education leaders will keep records of catechist progress toward certification on the Diocesan form *Diocese of Erie - Catechist Certification Record*.

322.00 All catechists who have achieved full Diocesan certification will participate in at least four hours of continuing education (classes/workshops) per year.

323.00 All catechists will be in-serviced on the *Diocesan Child Abuse Policy* effective on October 18, 1995 by Bishop Donald W. Trautman.

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324.00 All catechists will be in-serviced on the *Diocesan Blood Pathogens Policy* for Religious Educators.

**330.00 All catechists are required to meet Diocesan instructional standards.**

331.00 Catechists will submit a copy of their yearly *Class Planning Schedule Form* to the religious education leader outlining which lessons will be taught on which date. The religious education leader will be notified if this plan needs to be altered for any reason.

332.00 Each catechist's teaching will be formally observed by the religious education leader or designate at least once a year.

332.10 Each time a catechist is observed the information will be recorded on a *Diocese of Erie - Catechist Observation Checklist*.

333.00 No catechist will invite any person to enter a classroom or meet with students without first gaining stated approval of the religious education leader for each occurrence.

334.00 Each catechist will complete a *Diocese of Erie - Catechist Effectiveness Checklist* at the end of each year.