

# July in the life of a religious educator



## Message:

Offer catechist formation opportunity

## Community:

Meet with potential catechists and volunteers

Plan a picnic/planning session with your adult education advisory team

Plan a picnic/planning session with your youth advisory team

## Worship:

Review worship experiences - need updating/renewed - begin research

Initiate or enhance your practice of daily prayer

Consider how you could celebrate the parish Feast Day in the program

## Service:

High School Mission Trip

## Administration:

Review all your supplies and place order

Review your textbook needs and place order

Update your PDS files and promote students to next grade

Begin planning new programs / policy revisions from pastor's meeting in June

Opening meeting catechist gifts purchased/prepared

Review all catechist & aide files for appropriate clearances and required

Paperwork

Final yearly calendar with Pastor and staff

## DEPARTMENT OF RELIGIOUS EDUCATION

PO Box 10397  
Erie, PA 16514-0397

Phone: 814-824-1215  
Fax: 814-824-1239  
E-mail: [jstreett@eriercd.org](mailto:jstreett@eriercd.org)

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# August in the life of a religious educator



## Message:

Offer catechist formation opportunity  
Prepare First Penance parent meeting

## Community:

Finalize your catechist roster / last-minute recruiting if needed  
Host new catechist training  
Host your opening of the year catechist session (theme, special projects)  
Consider a picnic with your catechists / helpers and their families

## Worship:

Finalize Catechetical Sunday plans (3rd Sunday of September) and order  
Continue your daily prayer routine

## Service:

## Administration:

Opening of the year letter to parents including calendar and RE Handbook  
Registration (signed permission forms for field trips / photography)  
Update your PDS files  
Reserve media or contact agency for scheduled Child Protection In-services  
Final building walk through (catechist names are posted/ all emergency signs are present and operating / emergency plans are posted / all emergency exits are accessible and operating properly)

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# September

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## Message:

- Finalize Penance parent meeting
- Finalize and collect catechist yearly class schedules
- Finalize fall adult education schedule / begin advertising

## Community:

- Opening of the program - Open House / Social
- Last minute new catechist training
- Regional religious education leader's meeting
- Identify potential candidates for the RCIC / RCIA

## Worship:

- Catechetical Sunday
- Continue daily prayer routine

## Service:

- Required for all grades by the curriculum - plan with catechists
- Confirmation service hours

## Administration:

- Building is ready / signs; catechist room assignments / prayer tables, etc.
- Registration continues
- Notify parents of First Penance meeting
- Notify parents of Confirmation meeting
- Contact parents of students not registered

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# October in the life of a religious educator



## Message:

- Penance parent meeting(s)
- Confirmation parents and sponsors meeting
- Adult education gatherings
- Inquiry Phase of the RCIC / RCIA begins (if not year round process)
- Catechist Certification offering

## Community:

- St. Francis - Blessing of the animals
- All Saints Celebration
- Regional leader's meeting

## Worship:

- St. Francis - Blessing of the animals
- All Saints Celebration (closest class day to Nov. 1st)
- Continue daily prayer routine

## Service:

- Required for all grades by the curriculum
- Confirmation service hours

## Administration:

- Registration continues - contacting families not attending
- All Baptisms on file for First Penance / First Eucharist / Confirmation
- Process to decide Confirmation celebration date

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# November in the life of a religious educator



## Message:

- Penance parent meeting(s)
- Confirmation parents and sponsors meeting
- Adult education gatherings
- Reconciliation retreat
- Catechist certification offering

## Community:

- St. Francis - Blessing of the animals
- All Saints Celebration
- Diocesan CEO Day

## Worship:

- St. Francis - Blessing of the animals
- All Saint s Celebration
- Rite of Welcoming / (Similar Rite for Confirmation candidates)
- Continue daily prayer routine

## Service:

- Required for all grades by the curriculum
- Confirmation service hours

## Administration:

- Scan to see that catechists are on track with their yearly plan
- Finalize Advent Plans

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# December

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## Message:

Confirmation parents and sponsors meeting  
Adult education gatherings

## Community:

Advent / Christmas / celebrations  
Regional leader's meeting

## Worship:

Advent / Christmas / Epiphany celebrations  
Continue daily prayer routine

## Service:

Required for all grades by the curriculum  
Confirmation service hours

## Administration:

Finalize First Eucharist preparation process  
Finalize Lenten celebration plans  
Finalize First Reconciliation Retreat

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# January in the life of a religious educator



## Message:

Adult education gatherings

Catechist certification offerings ( in lieu of student classes )

## Community:

Epiphany Celebration

Diocesan Study Week

## Worship:

Celebrate Dr. Martin Luther King, Jr. holiday (peace, diversity, non-violence)

Continue daily prayer routine

## Service:

Required for all grades by the curriculum

Confirmation service hours

## Administration:

Parent notification about First Eucharist

Schedule catechist observations

Catechist meeting in preparation for Lent / second half of year

Finalize Mission trip plans

Finalize priests / gifts for First Reconciliation

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# February

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## Message:

Eucharist parent meetings  
Confirmation Retreat  
Adult education gatherings

## Community:

Mardi Gras celebration  
Regional leader's meeting

## Worship:

Ash Wednesday  
Rite of Election [1st Sun. of Lent} (similar service for Conf. candidates)  
Reconciliation  
Celebrate First Reconciliation (during Lenten season)  
Continue daily prayer routine

## Service:

Required for all grades by the curriculum  
Confirmation service hours

## Administration:

Begin catechist observations  
Begin review for VBS  
Recruitment for catechists for next year begins  
Prepare for Lenten Reconciliation service  
Review current budget in preparation for next year's budget

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# March in the life of a religious educator



## Message:

First Eucharist retreat  
Confirmation parents and sponsors meeting  
Adult education gatherings

## Community:

Diocesan Spiritual Formation Day

## Worship:

Sacraments of Initiation in RCIA /RCIC  
Reconciliation / Lenten celebrations for all students and families  
Continue daily prayer routine

## Service:

Required for all grades by the curriculum  
Confirmation service hours

## Administration:

Finish catechist observations and review sessions  
Finalize VBS plans  
Mission trip planning / recruiting / fund raising  
Recruitment for catechists for next year continues  
Regional meeting for Confirmation celebration planning

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# April

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**Message:**

Adult education gatherings

**Community:**

Regional leader's meeting

**Worship:**

Confirmation planning / celebration

Continue daily prayer routine

**Service:**

Require for all grades by the curriculum

Confirmation service hours

**Administration:**

Review Texts and materials for use next year

Recruitment for catechists for next year continues

Review budget expansion ideas with Pastor / Finance Committee

Prepare Confirmation Interview schedule

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# May in the life of a religious educator

**Message:**

First Eucharist practice

**Community:**

Regional leader's meeting

**Worship:**

First Eucharist celebration

Continue daily prayer routine

**Service:**

Required for all grades by the curriculum

Confirmation service hours

**Administration:**

End of the year catechist meeting/party and review of the year

Recruitment for catechists for next year continues

Complete Annual Report for Protection of Children (due in June)

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# June

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**Message:**

**VBS**

**Community:**

Annual Diocesan Leader's Retreat

**Worship:**

Continue daily prayer routine

**Service:**

**Mission trip**

**Administration:**

Meet with Pastor to review the year

Recruitment for catechists for next year continues

Submit budget

Update the Parish Religious Education Handbook for next year

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