

CATECHETICAL STAFF

Personnel File Contents

Documents required by Religious Education Policy		
\checkmark	Policy #	
	302.00	Diocese of Erie - Practicing Catholic Form
	321.10	Diocese of Erie - Catechist Certification Record
	322.00	Continuing Education Record (where applicable)
	324.00	Certificate of training in Diocesan Blood Borne Pathogens Policy
	331.00	Class Planning Schedule for each year teaching
	332.00	Catechist Observation Forms
	334.00	Catechist Self-Evaluation for each year teaching

Diocesan Policy for the Protection of Children			
\checkmark	Policy #		
	310.00	All required documentation for volunteers can be accessed at:	
		Protection of Children and Youth	

	Best Practices Personnel Documents
\checkmark	
	Emergency Contact Information Sheet