

Yearly Best Practices for Directors of Religious Education

Job Performance

- Inform the pastor of the achievements of the past year
- Set future goals with the pastor
- Have a clear vision of what the pastors expectations are for the year

Professional and Personal Growth

- Pursue ELM Deputization or Re-deputization
- Plan for Continuing Education
- Retreat

Administrative Duties

- Develop a Master Calendar
- Reserve Deanery and Diocesan meetings and events dates
- Forward a copy of the Master Calendar to the contacts of the Pastoral Office for Education (POE) and the Pastoral Office for Catechesis (POC)
- Recruit catechists
 - Meet with Catechists
 - Share your mission statement, vision and goals
 - Review emergency plans and blood-borne pathogens
 - Review supervision of children requirements
 - Distribute and complete necessary forms: Emergency information forms for students
 - Inform them about the Catechist Certification (FIRE) program and expectations
 - Distribute, complete and submit “Catechist Certification (FIRE) Applications” to Pastoral Office for Catechesis (POC).
 - Explain “protocol” training, requirement and scheduled dates for training
 - Review teachers manuals and student handbooks
 - Share curriculum expectations for the appropriate grade level
 - Review student disciplinary procedures and
 - Assign classrooms and discuss the use of those rooms
 - Share substitute teacher procedures
 - Review party and snack policy and supply requests or procedures

- Distribute schedule of catechists meetings
- Send the Pastoral Office for Education and Youth Catechesis (POE) and the Pastoral Office for Catechesis (POC) updated contact information for parish staff
- Develop an approved Budget
- Set emergency plans in place
- Post office hours
- Inventory Textbooks
- Schedule Parent Meetings
- Arrange classrooms
- Implement *Protecting God's Children* Curriculum

Guidelines and Procedures

- Obtain and review my copy of the *Administrative Handbook for Directors or Religious Education and Youth Ministers*
- Obtain and review my copy of the catechists certification handbook – “*F.I.R.E*”
- Obtain and review the *Sacramental Prep Guidelines*

Communications

- Establish channels for communication
- Set up e-mail correspondence for catechists
- Set-up an emergency phone-tree
- Distribute a newsletter
- Develop a catechist handbook and / or family handbook