

## ELEMENTARY CATECHESIS

### COMPONENTS

- Religion texts and resources will be selected from those approved by the Office of Religious Education.
- The recommended number of contact times for instructional catechesis will be scheduled (at least 36 hours each year).
- An appropriate catechist to child ratio will be ensured for effective communication, constructive interaction, and meaningful faith formation experiences (1-12).
- A yearly program will be developed to include worship, community building, apostolic works, and other faith formation experiences for children and their families.
- Catechetical instruction for children with disabilities will be provided.

### ADMINISTRATION

- The Pastor and/or his delegate will administer the catechetical programs.
- On-going dialogue and collaboration are encouraged among all parish catechetical leaders, especially in regard to faith formation of catechists and selection of catechetical resources.
- Permanent records and parish sacramental records are to be maintained by the parish administrator for each elementary age student.
- Program reports regarding parish elementary catechesis will be submitted to the Office of Religious Education and kept on file at the parish.

### PARENTS

- Parents and guardians will register with the parish and communicate the catechetical program chosen for their elementary age children.
- Regular communication and meetings with the parents and guardians of elementary age children will be provided to inform them of the role of family in faith development, the Curriculum for Catechesis, textbooks, planned programs and activities, and parish procedures and policies.
- Parents and guardians will be invited to become involved with the programs and familiar with the resources provided for their elementary age children.

## CATECHISTS

- All catechists will demonstrate the qualities essential for their ministry.
- Child Protection Policy Compliance records will be maintained for all catechists.
- Opportunities for on-going formation and spiritual growth will be provided for all catechists.
- All catechists will meet the standards for religious education certification or establish an appropriate study plan mutually agreed upon by the catechist and catechetical leader or pastor.

## FINANCES

- The pastor and/or his delegate will budget and allocate sufficient funds for maintaining quality catechetical programs.
- The pastor and/or his delegate may establish an appropriate fee to subsidize parish catechetical programs.
- Funds will be made available for textbooks, catechist manuals, including equipment, internet and other necessary supplies, catechist formation, certification and background checks; and other additional program expenses.
- An annual financial report of income and expenses will be submitted to the pastor and the Office of Religious Education. A copy of this report will be kept on file at the parish.

## EVALUATION

- The elementary catechetical program will be evaluated annually.
- Administrators will invite catechists, parents, and children to participate in the evaluation process.
- A sample evaluation procedure will be made available by the Office of Religious Education.
- The evaluation summary will be submitted to the pastor, pastoral council, and the Office of Religious Education. A copy of this report will be kept on file at the parish.