

## CATECHETICAL LEADER SUGGESTED CALENDAR

### AUGUST

- \* Make appointment / meet with the pastor
- \* Attend DRE/CRE/Catechist “Witnesses for Christ” Conference in La Crosse
- \* Finalize recruitment of catechists and aids / provide job description
- \* Continue plans for formational session for catechists – 6 hours of formation for certification credit required during the year
- \* Continue plans for September Catechetical Sunday commissioning
- \* Purchase supplies
- \* Distribute information/letter for opening of religious education classes, always including at least one page of formation for the parents
- \* Plan opening sessions with parents / provide some formation/ allow 10 min to read a grade level of Parent Version of Diocesan-religion Curriculum
- \* Publicize total program information
- \* Publicize September calendar
- \* Re-commit to make time each day for personal prayer: If you are too busy for personal prayer, you are too busy.
- \* Submit parish bulletin notices
- \* Submit agenda items for Education Committee and Parish Pastoral Council
- \* Host the August formational session for catechists: hand out calendar with dates for catechist training/formation, calendar of Mass and Confession, parent meetings etc.
- \* Develop a *Code of Conduct*, with rewards and consequences that the catechists agree on
- \* Renew *Catholic Life* magazine and resources that are valuable to the ministry
- \* Have catechists review AV materials available
- \* Incorporate specific dates for Safe Environment training in class schedules
- \* Begin promoting the Immersion Retreat that will be held in November
- \* Begin promoting the Pilgrimage for Life that will be held in January
- \* Totus Tuus happening at various parishes.

### SEPTEMBER

- \* Make appointment / meet with the pastor
- \* Finalize class list, classroom assignments and catechists
- \* Begin Faith Formation classes
- \* Opening sessions with parents / Collect all registration fees
- \* Distribute materials and textbooks
- \* Have all teachers materials and supplies in classrooms
- \* Publicize the start of Faith Formation classes
- \* Publicize the room, class and teacher lists
- \* Gentle reminder – commitment to your relationship with Christ in daily prayer
- \* Finalize plans and celebration for Catechetical Sunday
- \* Schedule catechist certification opportunities to complete the 6 hours
- \* Plan parent meetings for Sacraments, including the distribution of “Going Deeper in Prayer”
- \* Submit parish bulletin notices
- \* Submit agenda items for Education and Parish Pastoral Council meetings
- \* Publicize the October calendar
- \* Plan for All Saint’s Day and All Soul’s Day – November 1<sup>st</sup> and 2<sup>nd</sup>
- \* Receive information and forms for Diocesan-wide Assessments **cancelled this year**

- \* Plan for activities during the Month of the Rosary (invite parents)
- \* Check out the Respect Life Program – “Be Not Afraid” at [www.usccb.org](http://www.usccb.org).
- \* Plan for Mission Sunday activities (talk by missionary, fundraiser)
- \* Organize team to fundraise for the Immersion Retreat that will be held in November
- \* Organize team to fundraise for the Pilgrimage for Life that will be held in January
- \* Consider hosting a NET Retreat

## OCTOBER

- \* Make appointment / meet with the pastor
- \* Complete and return forms for Diocesan-wide Assessments **cancelled this year**
- ~~\* Give Diocesan-wide assessments (last week of October or first three weeks of Nov.)~~
- \* Plan teacher formation/certification opportunity if taking place in January
- \* Plan vocation talk for the month of November
- \* Explain and provide teachers with “Going Deeper in Prayer: A Specific Focus on One Prayer for Each Grade Level” to incorporate after parents have received this initiative.
- \* Plan / host Sacramental formational meeting for parents: Sacrament of Reconciliation
- \* Hold brief catechist’s meeting to plan for the following:
  - 1) Plan All Soul’s and All Saint’s Day activities
  - 2) Plan Thanksgiving observance
  - 3) Plan Advent activities
- \* Send reminders for late registration fees
- \* Ensure that catechists present the Safe Environment Program to students
- \* Publicize November calendar
- \* Gentle reminder – commitment to your relationship with Christ in daily prayer
- \* Submit agenda items for Education and Parish Pastoral Council meetings
- \* Submit parish bulletin notices
- \* Plan retreat experiences for Sacramental programs
- \* Plan Reconciliation services for beginning of Advent
- \* Take time for some classroom observation
- \* Promote / make plans to attend a local “Life Chain”
- \* Meet / fundraise for the Immersion Retreat that will be held in November
- \* Meet/ fundraise for the Pilgrimage for Life that will be held in January
- \* Determine if parish will host a NET Retreat

## NOVEMBER

- \* Make appointment / meet with the pastor
- \* Give Diocesan-wide assessments (last week of October or first three weeks of Nov.) **cancelled this year**
- \* Ensure that catechists present the Safe Environment Program to students
- \* Submit names for Rite of Election
- \* Attend biennial WDREF Retreat (State)
- \* Finalize Thanksgiving plans
- \* Finalize Advent activities
- \* Begin to plan for January teachers formation certification session
- \* Plan Christmas activities
- \* Publicize Thanksgiving celebration
- \* Publicize Advent activities
- \* Publicize Christmas activities
- \* Publicize December calendar
- \* Submit parish bulletin notices
- \* Submit agenda items for Education and Parish Pastoral Council meeting
- \* Gentle reminder – commitment to your relationship with Christ in daily prayer

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- \* Take time to do classroom observation for some teachers
- \* Plan for a food drive for a local food pantry around Thanksgiving
- \* Plan for Advent activities (invite parents)
- \* Plan for Feast of Immaculate Conception (patronal feast of U.S.)
- \* Attend the Immersion Retreat
- \* Meet/fundraise for the Pilgrimage for Life that will be held in January
- \* Consider hosting Totus Tuus

## DECEMBER

- \* Make appointment / meet with the pastor
- \* Reception of the Sacrament of Reconciliation – First Confession
- \* BEET Grants applications emailed to Catechetical Leaders and posted on website
- \* Finalize catechists January formation session for certification
- \* Plan / publicize Christmas activities to be held **after** December 25 (invite parents)
- \* During busy times, be more committed to daily prayer. If you are too busy for personal prayer, you are too busy.
- \* Publicize January calendar
- \* Submit agenda items for Education and Parish Pastoral Council meeting.
- \* Take time for some classroom observation
- \* Encourage catechists to register for the January “Day of Prayer” in your area
- \* Continue to promote the Pilgrimage for Life that will be held in January
- \* Begin planning for promotion of Adventure Camp

## JANUARY

- \* Make appointment / Meet with the pastor
- \* Plan family Lenten activities
- \* Finalize and hold catechist formation session for certification
- \* Complete BEET Grants applications and return to Office of Catholic Schools
- \* Begin planning budget for next year
- \* Plan for Vacation Bible School
- \* Purchas classroom materials as needed
- \* Publicize February calendar
- \* Gentle reminder – commitment to your relationship with Christ in daily prayer
- \* Submit items for Education and Parish Pastoral Council agendas
- \* Submit parish bulletin items
- \* Plan Sacramental formational meeting for parents
- \* Take time for classroom observation
- \* Attend the Pilgrimage for Life
- \* Promote summer Adventure Camp
- \* Make decision if parish will host Totus Tuus
- \* Prepare students for Lent which begins February 15th

## FEBRUARY

- \* Make appointment / meet with the pastor
- \* Finalize Lenten plans
- \* Give catechists a book for Lenten spiritual reading with questions / schedule a session to discuss the book for certification credit
- \* Prepare students for increased prayer during Lent
- \* Continue budget planning
- \* Plan March grade-level meeting
- \* Publicize March calendar

- \* Gentle reminder – commitment to your relationship with Christ in daily prayer
- \* Submit parish bulletin items
- \* Submit items for Education & Parish Pastoral Council agendas
- \* Take time for classroom observation
- \* Safe Environment reports due March 1
- \* Organize team / continue promoting Adventure Camp
- \* Begin promoting Mission America, Mission trip
- \* Sign up for Totus Tuus

## MARCH

- \* Make appointment / meet with the pastor
- \* Sacramental formational meeting for parents
- \* Final preparations for First Holy Communion
- \* Finalize budget
- \* Plan program evaluation
- \* Gentle reminder – commitment to your relationship with Christ in daily prayer
- \* Publicize April calendar
- \* Begin praying daily for recruitment of catechists for the next academic year
- \* Begin recruitment: Pray a Rosary Novena for new catechists
- \* Parent evaluations
- \* Advertise and recruit for Vacation Bible School
- \* Submit items for Education & Parish Pastoral Council agendas
- \* Parish bulletin items
- \* Distribute progress reports – report cards
- \* Take time for classroom observation
- \* Submit names of catechists (increments of 5 years – 5, 10, 15 yrs. etc.) for Diocesan recognition
- \* Youth and chaperones meet and fundraise for Adventure Camp
- \* Youth and chaperones meet and fundraise for Mission America, Mission trip
- \* Sign up for Totus Tuus

## APRIL

- \* Make appointment / meet with the pastor
- \* Celebration of spring Sacraments
- \* Plan for and promote ongoing formation of 11<sup>th</sup> and 12<sup>th</sup> graders
- \* Finalize end-of-year plans
- \* Continue prayer and recruitment of catechists
- \* Program evaluation
- \* Distribute letter of appreciation
- \* Gentle reminder – commitment to your relationship with Christ in daily prayer. Pray a Holy Hour to rest and relax in the Lord's loving gaze.
- \* Plan for and publicize summer Vacation Bible School
- \* Publicize May calendar
- \* Youth and chaperones meet and fundraise for Adventure Camp
- \* Youth and chaperones meet and fundraise for Mission America, Mission trip
- \* Organize a team / promote Totus Tuus

## MAY

- \* Make appointment / meet with the pastor / review job description/ receive evaluation
- \* End of year events
- \* May Crowning of Mary
- \* Submit name of 12<sup>th</sup> grade students and where attending college to Newman Connection

- \* Final religious education week – liturgy and closing
- \* Evaluate program/curriculum
- \* Finalize Vacation Bible School
- \* Continue recruitment of catechists, aids, youth team
- \* Begin inventory and equipment repair
- \* Update all catechist files regarding certification
- \* Gentle reminder – commitment to your relationship with Christ in daily prayer
- \* Review all evaluations from parents and catechists
- \* Inventory all AV materials
- \* Registration for summer Vacation Bible School
- \* Purchase texts and teachers manuals
- \* Roll over all students to next grade and finalize numbers
- \* Publicize June calendar
- \* Submit final budget proposals for upcoming academic year.
- \* Review job descriptions and those who you are responsible for
- \* Clean out files
- \* Send notes of thanks to those involved in different areas
- \* Review all summer opportunities available to self and staff
- \* Finalize all registrations for fall
- \* Determine registration fees for fall sessions
- \* Submit agenda items for Education and Parish Pastoral Council meetings
- \* Youth and chaperones meet and fundraise for Adventure Camp
- \* Youth and chaperones meet and fundraise for Mission America, Mission trip
- \* NET Retreats begin
- \* Plan for Totus Tuus

## JUNE

- \* Make appointment / meet with the pastor
- \* Finalize summer Vacation Bible School plans
- \* Submit name of 12<sup>th</sup> grade students and where attending college to Newman Connection
- \* Plan Sacramental programs
- \* Distribute letters where needed
- \* Publicize July calendar
- \* Gentle reminder – commitment to your relationship with Christ in daily prayer
- \* Submit parish bulletin notices
- \* Fill out “Statement of Spiritual Statistics” for Annual Report for St. Ambrose Financial
- \* Youth / chaperones attend Adventure Camp
- \* Attend Mission America, Mission Trip
- \* NET Retreats begin
- \* Totus Tuus held at various parishes.

## JULY

- \* Make appointment / meet with the pastor
- \* Begin class assignments
- \* Finalize any recruitment
- \* Research adult faith formation materials
- \* Research any resources needed for curriculum
- \* Plan catechist’s August and/or September training session(s)
- \* Gentle reminder – commitment to your relationship with Christ in daily prayer
- \* Submit parish bulletin notices

- \* Publicize August calendar
- \* Review job descriptions with Catechists
- \* Youth / chaperones attend Adventure Camp
- \* NET Retreats begin
- \* Totus Tuus held at various parishes.