

CATECHETICAL LEADER CALENDAR

JUNE

- * Make appointment / meet with the pastor for monthly planning, setting dates, reviewing needed changes etc.
- * Read the weekly Chancery Bulletin
- * Set aside time to reflect on and be grateful for the accomplishments of this academic year
- * Complete a simple evaluation of the year: what worked well; what can be improved?
- * Finalize summer Vacation Bible School plans
- * Submit name of 12th grade students and where attending college to Newman Connection
- * Plan Sacramental programs – how can parents be more involved in the formation?
- * Distribute letters where needed
- * Publicize July calendar
- * Re-commit to set aside time each day for personal prayer. Your relationship with Jesus has to come first. If you are too busy for personal prayer, you are too busy.
- * Submit parish bulletin notices / Bulletin Inserts on various topics are available for your use: diolc.org/evangelization/questions
- * Fill out “Statement of Spiritual Statistics” for Annual Report for St. Ambrose Financial
- * Pray a Rosary Novena for new catechists
- * Register for Witnesses for Christ Virtual Conference: diolc.org/witness Each parish and will receive a FREE subscription to Franciscan at Home online learning system, beginning mid-June, 2021. Dr. Petroc Willey, the Director of Franciscan at Home is the keynote speaker for the Conference.
- * Youth / chaperones attend Adventure Camp (June 7 – July 1)
- * Plan for NET Retreat (September 26 – October 12 for registered parishes)

JULY

- * Make appointment / meet with the pastor for planning
- * Read the weekly Chancery Bulletin
- * Begin class assignments
- * Continue praying for and recruiting catechists
- * Research adult faith formation materials
- * Research any resources needed for curriculum
- * Plan catechist’s August and/or September training session(s)
- * Re-commit to set aside time each day for personal prayer. Your relationship with Jesus has to come first. If you are too busy for personal prayer, you are too busy.
- * Youth / chaperones attend Adventure Camp (July 18 - 23)
- * Submit parish bulletin notices
- * Publicize August calendar
- * Review job descriptions with Catechists:
diolc.org/catechesis/catechetical-leaders-info
- * Register for Witnesses for Christ Virtual Conference: diolc.org/witness DRE/CRE/YM Team/Catechists/Parents will want to attend on Saturday, August 7. Each parish has available a FREE subscription to Franciscan at Home online learning system. Dr. Petroc Willey, the Director of Franciscan at Home is the keynote speaker for the Conference.

AUGUST

- * Make appointment / meet with the pastor

- * DRE/CRE/YM Team/Catechists/Parents will want to attend the “Witnesses for Christ” Virtual Conference on Saturday, August 7
- * Read the weekly Chancery Bulletin
- * Finalize recruitment of catechists and aids / provide “Catechist Role Description” diolc.org/catechesis/catechetical-leaders-info
- * 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. Visit: diolc.org/evangelization/questions
- * Plan opening sessions with parents / provide some formation on prayer and the Going Deeper in Prayer Initiative which fosters a simple process of making prayer more personal with Jesus, our Heavenly Father, the Holy Spirit: diolc.org/prayer
- * Publicize total program information
- * Publicize September calendar
- * Re-commit to set aside time each day for personal prayer. Your relationship with Jesus has to come first. 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

SEPTEMBER

- * Make appointment / meet with the pastor
- * Read the weekly Chancery Bulletin
- * New Catechetical Leader Training held at the Holy Cross Diocesan Center
- * 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 Jesus Christ in daily prayer
- * Finalize plans and celebration for Catechetical Sunday / include parents
- * Schedule catechist certification opportunities to complete the 6 hours
- * Plan parent meetings for those with children preparing for Sacraments, including the distribution of the prayer that will be the focus for the year: See “Going Deeper in Prayer” diolc.org/prayer
- * Submit parish bulletin notices
- * Submit agenda items for Education and Parish Pastoral Council meetings
- * Publicize the October calendar
- * Plan for activities during the Month of the Rosary and invite parents
- * Check out the US Bishop’s Respect Life Program – at www.usccb.org.
- * Plan for Mission Sunday activities: talk by missionary, fundraiser
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OCTOBER

- * Make appointment / meet with the pastor
- * Read the weekly Chancery Bulletin
- * 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
- * Submit information on the number of students in Grades 4th, 8th and 11th for the Diocesan Attitudes and Practices Surveys. Surveys to be given during one session during the last week of Oct or during one of the first three weeks of Nov.
- * 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”
- * Organize team to plan for the Pilgrimage for Life that will be held in January

NOVEMBER

- * Make appointment / meet with the pastor
- * Read the weekly Chancery Bulletin
- * Ensure that catechists present the Safe Environment Program to students: power points on the website: <https://diolc.org/safe-environment/>
- * Attitudes and Practices Surveys to be given during one session during the last week of Oct or during one of the first three weeks of Nov.
- * Submit names for Rite of Election
- * Finalize and publicize Thanksgiving plans, such as a Mass for families / a food drive for a local food pantry
- * Finalize and publicize Advent activities: invite parents. Advent begins Sun. Nov. 28
- * Begin to plan for January formation certification session
- * Plan and 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
- * Take time to do classroom observation for some teachers
- * Plan for Feast of Immaculate Conception on Dec. 8th (patronal feast of U.S.)
- * Meet/fundraise for the Pilgrimage for Life that will be held in January

DECEMBER

- * Make appointment / meet with the pastor
- * Read the weekly Chancery Bulletin

- * Reception of the Sacrament of Reconciliation. A child's First Confession is best received during Advent. It is asking too much of little children to prepare for two Sacraments at the same time in spring
- * BEET Grants applications posted in Chancery Bulletin and on website
- * Finalize catechist's January formation session to complete 6 hrs. of 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 busier than Jesus wants you to be.
- * 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

JANUARY

- * Make appointment / Meet with the pastor
- * Read the weekly Chancery Bulletin
- * 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
- * Plan for Lent which begins Wednesday, March 2, 2022
- * Plan family Lenten activities
- * Determine if parish will host a NET Retreat next fall

FEBRUARY

- * Make appointment / meet with the pastor
- * Read the weekly Chancery Bulletin
- * 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, which begins Wednesday, March 2
- * 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 to promote Adventure Camp

MARCH

- * Make appointment / meet with the pastor
- * Read the weekly Chancery Bulletin
- * Sacramental formational meeting for parents
- * Direct 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 for students
- * Take time for 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

APRIL

- * Make appointment / meet with the pastor
- * Read the weekly Chancery Bulletin
- * Celebration of spring Sacraments
- * Plan for and promote ongoing formation of 11th and 12th graders
- * Finalize end-of-year plans
- * 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

MAY

- * Make appointment / meet with the pastor / review job description/ receive evaluation
- * Read the weekly Chancery Bulletin
- * End of year events
- * May Crowning of Mary
- * Submit names of 12th grade students and where attending college to Newman Connection
- * Finalize plans for the final session of faith formation – liturgy and closing
- * Evaluate program/curriculum
- * Finalize plans for Vacation Bible School
- * Ongoing recruitment of catechists, aids, youth team
- * Begin inventory and equipment repair
- * Update all catechist files regarding certification
- * Gentle reminder – be committed 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 for those whom you are responsible
- * Clean out files
- * Send notes of thanks to those involved in different areas
- * Review all summer opportunities available to self and staff
- * Begin planning 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