

## CATECHETICAL LEADER CALENDAR 2023-2024

### AUGUST 2023

- \* Make appointment / meet with the pastor
- \* DRE/CRE/YM Team/Catechists/Parents will gather to participate in the “Witnesses for Christ” Virtual Conference on Wednesday, August 21st from 5:30 – 8 p.m.
- \* Read the weekly Chancery Bulletin
- \* 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 busier than Jesus intended you to be.
- \* Finalize recruitment of catechists and aids / provide “Catechist Role Description”  
[diolc.org/catechesis/catechetical-leaders-info](https://diolc.org/catechesis/catechetical-leaders-info)
- \* Continue plans for formational session for catechists – 6 hours of formation for certification credit required during the year. See *Franciscan at Home* for various choices of engaging and participatory online workshops. Directions to register for free found online here:  
[diolc.org/catechesis/catechetical-leaders-info](https://diolc.org/catechesis/catechetical-leaders-info)
- \* Plan for September Catechetical Sunday September 17, 2023 commissioning, which may include parents as the primary educators of their children. The theme is “Come to Me all you who labor and are burdened” (Matthew 11:28). For Resources, visit  
[www.usccb.org/committees/evangelization-catechesis/come-me-all-you-who-labor-and-are-burdened](https://www.usccb.org/committees/evangelization-catechesis/come-me-all-you-who-labor-and-are-burdened)
- \* How will a focus on the Eucharist during this second year of the Eucharistic Revival be incorporated, with such things as *A Minute with Jesus*. This parish-requested initiative is meant to provide simple proclamation about the Eucharist each week. Visit  
[diolc.org/catechesis/catechetical-leaders-info](https://diolc.org/catechesis/catechetical-leaders-info) for the weekly *Minute with Jesus*.
- \* Purchase supplies
- \* Distribute information/letter for opening of religious formation sessions, always including at least one page of formation for the parents. Visit: [diolc.org/evangelization/questions](https://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, and the Holy Spirit: [diolc.org/prayer](https://diolc.org/prayer)
- \* Publicize total program information
- \* Publicize September calendar
- \* Confirmation Retreat: all Confirmation students are to participate in a Retreat before receiving the Sacrament. See guidelines here: [diolc.org/catechesis/sacramental-prep/confirmation](https://diolc.org/catechesis/sacramental-prep/confirmation) Scroll down to Confirmation Guidelines/Resources
- \* Fall Diocesan Confirmation Retreat on Sept. 16<sup>th</sup> at St. Olaf Church, Eau Claire Details and registration here: [diolc.org/yya/youth-opportunities/immersion-retreat](https://diolc.org/yya/youth-opportunities/immersion-retreat)
- \* Spring Diocesan Confirmation Retreat – Eucharistic Revival Event on June 7, 2024 with Chris Stefanick and other internationally known speakers, musicians, adoration, Eucharistic procession at the La Crosse Center, 300 Harborview Plaza, La Crosse. Further details coming soon
- \* Promote Youth Leadership Retreat for students in grades 9 – 12 on Oct. 27-29 at Camp Crossroads in Mason, WI.
- \* Promote National Catholic Youth Conference (NCYC), Nov. 16-19 in Indianapolis, IN  
[diolc.org/yya/youth-opportunities/ncychome](https://diolc.org/yya/youth-opportunities/ncychome)
- \* Submit parish bulletin notices: Men of the Cross Conference on Saturday, October 14. High school students attend free if they attend with their father/guardian. [menofthecross.org](https://menofthecross.org)
- \* Submit agenda items for Education Committee and Parish Pastoral Council

- \* Host the August formational session for catechists using a workshop from *Franciscan at Home* – Catechist Track. 6 hours of formation are required per year. 3 hours can be held in August and 3 hours in early January. Hand out calendar with dates for catechist training/formation, calendar of Mass and Confession, parent meetings etc. Include ways that the parish will encourage parental involvement.
- \* 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 September class schedules
- \* Contact a family that no longer participates in parish life
- \*

## SEPTEMBER 2023

- \* Make appointment / meet with the pastor
- \* Read the weekly Chancery Bulletin
- \* New Catechetical Leader's Training held at the Holy Cross Diocesan Center  
Contact Ann Lankford or Beth Johnson at 608-791-2658 to register.
- \* Gentle reminder – commitment to your relationship with Jesus Christ in daily prayer
- \* Finalize class list, classroom assignments and catechists
- \* Begin Faith Formation sessions
- \* 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 sessions
- \* Publicize the room, class and teacher lists
- \* Finalize plans and celebration for Catechetical Sunday / include parents in some small way
- \* 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](http://diolc.org/prayer) Explain parental involvement in the formation of their children
- \* Continue to focus on Jesus' True Presence in the Holy Eucharist - [diolc.org/eucharist/learn](http://diolc.org/eucharist/learn)
- \* Submit parish bulletin notices
- \* Fall Diocesan Confirmation Retreat on Sept. 16<sup>th</sup> at St. Olaf Church, Eau Claire Details and registration here: [diolc.org/youth-opportunities/immersion-retreat](http://diolc.org/youth-opportunities/immersion-retreat)
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- \* Submit agenda items for Education Committee and Parish Pastoral Council
- \* 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](http://www.usccb.org).
- \* Plan for Mission Sunday activities: talk by missionary, fundraiser
- \* Reach out to a family that is no longer participating in formation

## OCTOBER 2023

- \* Make appointment / meet with the pastor
- \* Read the weekly Chancery Bulletin
- \* Gentle reminder – commitment to your relationship with Christ in daily prayer
- \* Continue to focus on the Eucharist [diolc.org/eucharist/learn](https://diolc.org/eucharist/learn)
- \* Plan a 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” that is to foster prayer to be more personal with Jesus. See Prayer Card and Resources for each grade here: [diolc.org/prayer](https://diolc.org/prayer)
- \* Plan / host Sacramental formational meeting for parents as their child prepares to receive the Sacrament of Reconciliation during Advent.
- \* 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
- \* **Will be held every 3 years: 2025.** Submit information on the number of students in Grades 4<sup>th</sup>, 8<sup>th</sup> and 10<sup>th</sup> - 11<sup>th</sup> for the Diocesan Attitudes and Practices Surveys. Surveys to be given during one session during the last week of October or during one of the first three weeks of November
- \* Publicize November calendar
- \* Submit agenda items for Education and Parish Pastoral Council meetings
- \* Submit parish bulletin notices
- \* Plan retreat experiences for Sacramental programs
- \* Plan Reconciliation services for the 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 January 17-21 in Washington, DC for ages 13 and older. [diolc.org/yva/youth-opportunities/pilgrimage-for-life](https://diolc.org/yva/youth-opportunities/pilgrimage-for-life)
- \* Promote and plan to attend the Eucharistic Revival Event on June 7, 2024 with Chris Stefanick and other internationally known speakers, musicians, adoration, Eucharistic procession at the La Crosse Center, 300 Harborview Plaza, La Crosse. Further details coming soon. This event is for all ages, and because it has the components of a Retreat, this can be considered as a Confirmation Retreat.
- \* Reach out to a family that is no longer participating in formation

## NOVEMBER 2023

- \* Make appointment / meet with the pastor
- \* Read the weekly Chancery Bulletin
- \* Gentle reminder – commitment to your relationship with Christ in daily prayer
- \* Ensure that catechists present the Safe Environment Program to students: power points on the website: <https://diolc.org/safe-environment/>
- \* Focus on the incredible Gift of the Eucharist: [diolc.org/eucharist/learn](https://diolc.org/eucharist/learn)
- \* **(2025)** 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 of those catechumens and candidates in the OCIA (RCIA) process to the pastor for Rites of Acceptance and Welcoming
- \* Finalize and publicize Thanksgiving plans, such as encouraging all families to attend Mass on Thanksgiving Day / a food drive for a local food pantry

- \* Finalize and publicize Advent activities with a focus on the Eucharist: invite parents. Advent begins Sun. December 3<sup>rd</sup>.
- \* Begin to plan for January catechist formation certification session
- \* Publicize December calendar
- \* Plan and publicize Christmas activities
- \* Submit parish bulletin notices
- \* Submit agenda items for Education and Parish Pastoral Council meeting
- \* Take time to do classroom observation for some catechists
- \* Plan for Feast of Immaculate Conception on Dec. 8<sup>th</sup> (patronal feast of U.S.)
- \* Meet/fundraise for the Pilgrimage for Life that will be held in January
- \* Reach out to a family that is no longer participating in formation

## DECEMBER 2023

- \* Make appointment / meet with the pastor
- \* Read the weekly Chancery Bulletin
- \* 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.
- \* Focus on the Eucharist: provide times of silence in Church for the students to be with Jesus
- \* 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 – First Confession and First Holy Communion – at the same time in spring
- \* Continue to focus on Jesus' Gift of the Eucharist [diolc.org/eucharist/learn](https://diolc.org/eucharist/learn)
- \* BEET Grants applications posted in Chancery Bulletin and on website
- \* Finalize catechist's January formation session to complete 6 hrs. of yearly certification
- \* Plan / publicize Christmas activities to be held **after** December 25 / invite parents
- \* 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 January 17-21, 2024

## JANUARY 2024

- \* Make appointment / Meet with the pastor
- \* Read the weekly Chancery Bulletin
- \* Take time for daily prayer: You cannot give your relationship with Christ to others as a witness if you are not deepening that friendship every day.
- \* Finalize and hold catechist formation session for certification, with a focus on the Eucharist - Jesus' complete gift of Himself to us. [diolc.org/eucharist/learn](https://diolc.org/eucharist/learn)
- \* Explain and provide teachers with "Going Deeper in Prayer: A Specific Focus on One Prayer for each grade level" that is to foster prayer to be more personal with Jesus. See Prayer Card and Resources for each grade here: [diolc.org/prayer](https://diolc.org/prayer)
- \* Promote the Eucharistic Revival Event on June 7<sup>th</sup> at the La Crosse Center, including international speakers, adoration, procession
- \* Complete BEET Grants applications and return to Office of Catholic Schools
- \* Begin planning budget for the next year
- \* Plan for Vacation Bible School
- \* Purchase 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
- \* Enlist pray for those attending the Pilgrimage for Life, January 17-21, 2024
- \* Promote summer Adventure Camp (Week 1: June 23-28 or Week 2: July 7-12)  
[diolc.org/yya/youth-opportunities/adventure-camp](http://diolc.org/yya/youth-opportunities/adventure-camp)
- \* Plan for Lent which begins Wednesday, February 14, 2024
- \* Plan family Lenten activities
- \* Promote and plan to attend the Eucharistic Revival Event on June 7, 2024 with Chris Stefanick and other internationally known speakers, musicians, adoration, Eucharistic procession at the La Crosse Center, 300 Harborview Plaza, La Crosse. Further details coming soon. This event is for all ages, and because it has the components of a Retreat, this can be considered as a Confirmation Retreat.
- \* Determine if parish will host a NET Retreat next fall
- \* Contact a family that no longer participates in parish life

## **FEBRUARY 2024**

- \* Make appointment / meet with the pastor
- \* Read the weekly Chancery Bulletin
- \* Be committed to your relationship with Jesus each day. Spend some time in silence in Church with Jesus truly present in the tabernacle.
- \* Finalize Lenten plans which begins February 14
- \* Stay focused on the Eucharist [diolc.org/eucharist/learn](http://diolc.org/eucharist/learn)
- \* 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, Feb. 22 and Easter is Sunday, April 9, 2023.
- \* 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 (Week 1: June 23-28 or Week 2: July 7-12)  
[diolc.org/yya/youth-opportunities/adventure-camp](http://diolc.org/yya/youth-opportunities/adventure-camp)
- \* Contact a family that no longer participates in parish life

## **MARCH 2024**

- \* Make appointment / meet with the pastor
- \* Read the weekly Chancery Bulletin
- \* Gentle reminder – commitment to your relationship with Christ in daily prayer
- \* Continue to focus on the Eucharist: provide times of silence in Church for the students
- \* Sacramental formational meeting for parents
- \* Direct preparations for First Holy Communion
- \* Finalize budget
- \* Plan program evaluation
- \* Publicize April calendar
- \* Begin praying a Rosary Novena for recruitment of catechists for the next academic year
- \* Make a list of possible catechists
- \* Parent evaluations of the Formation Program
- \* 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 2024**

- \* Make appointment / meet with the pastor
- \* Read the weekly Chancery Bulletin
- \* Celebration of spring Sacraments in late April or early May
- \* 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.
- \* Continue to focus on the Eucharist: [diolc.org/eucharist/learn](http://diolc.org/eucharist/learn)
- \* Plan for and promote ongoing formation of 11<sup>th</sup> and 12<sup>th</sup> graders
- \* Finalize end-of-year plans
- \* Program evaluation
- \* Distribute letter of appreciation
- \* Plan for and publicize summer Vacation Bible School
- \* Publicize May calendar
- \* Youth and chaperones meet and fundraise for Adventure Camp

## **MAY 2024**

- \* Make appointment / meet with the pastor / review job description/ receive evaluation
- \* Read the weekly Chancery Bulletin
- \* Provide a time of adoration of the Blessed Sacrament for parents and children/youth
- \* Take time for prayer of thanksgiving to God for a fruitful year
- \* Celebration of spring Sacraments
- \* May Crowning of Mary
- \* Submit names of 12<sup>th</sup> 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

## JUNE 2024

- \* 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 12<sup>th</sup> 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 busier than Jesus intended you to be.
- \* Submit parish bulletin notices / Bulletin Inserts on various topics are available for your use: [diolc.org/evangelization/questions](http://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 Conference:
- \* Enlist prayer support as youth / chaperones attend Adventure Camp (Week 1: June 23-28 or Week 2: July 7-12)
- \* Plan for NET Retreat

## JULY 2024

- \* Make appointment / meet with the pastor for planning
- \* Read the weekly Chancery Bulletin sent by email. All parish leaders are to receive this important means of communication from the pastoral offices at the Holy Cross Diocesan Center. The person at the parish in charge of ParishSoft needs to sign up parish leaders.
- \* Continue praying for and recruiting catechists
- \* 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.
- \* Plan catechist’s August and/or September training session(s) Each parish has available a FREE subscription to *Franciscan at Home* online learning system. The format for each workshop is 10 minute videos, with each video followed by an application task/discussion.
- \* Submit parish bulletin notices
- \* Publicize August calendar
- \* Register for Witnesses for Christ Conference:
- \* Review job descriptions with Catechists: [diolc.org/catechesis/catechetical-leaders-info](http://diolc.org/catechesis/catechetical-leaders-info)
- \* Begin class assignments
- \* Research adult faith formation materials
- \* Research any resources needed for curriculum