

CATECHETICAL LEADER CALENDAR
2024-2025

SEPTEMBER 2024

- * Re-commit to set aside time each day for personal prayer. Your relationship with Jesus has to come first.
- * Make appointment / meet with the pastor
- * Read the weekly Chancery Bulletin
- * Finalize recruitment of catechists and aids / provide “Catechist Role Description”
diolc.org/catechesis/catechetical-leaders-info
- * *New* Catechetical Leader’s Training held at the Holy Cross Diocesan Center Sept. 13th.
- * Contact Ann Lankford or Beth Johnson at 608-791-2658 to register
- * Finalize plans and host a formational session(s) 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 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.
- * Plan for September Catechetical Sunday September 15, 2024 commissioning, which may include parents as the primary educators of their children. The theme is Lord, when did we see You hungry?”). For Resources, visit usccb.org/committees/evangelization-catechesis/lord-when-did-we-see-you-hungry
For a Commissioning Service from the USCCB visit usccb.org/beliefs-and-teachings/how-we-teach/catechesis/catechetical-sunday/commissioning-service.
- * How will a focus on the Eucharist during this third 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 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. For a variety of choices for one page of formation 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, and the Holy Spirit: diolc.org/prayer
- * Publicize total program information
- * 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
- * Publicize September calendar
- * 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 Explain parental involvement in the formation of their children
- * Confirmation Retreat: all Confirmation students are to participate in a Retreat before receiving the Sacrament. See guidelines here: diolc.org/catechesis/sacramental-prep/confirmation See Confirmation Guidelines/Resources
- * Diocesan Confirmation Retreat on Dec.7, 2024 at St. Olaf Church, Eau Claire Details and registration here: diolc.org/yya/youth-opportunities/immersion-retreat

- * Spring Diocesan Confirmation Retreat – March 22, 2025 at Holy Spirit Parish in Stevens Point. Details at the same link above..
- * Submit parish bulletin notices: National Eucharistic Congress Small Group Series, diolc.org/eucharist/parishioners
- * Submit agenda items for Education Committee and Parish Pastoral Council
- * 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
- * Reach out to a family that is no longer participating in formation
- * Submit agenda items for Education and Parish Pastoral Council meetings
- * 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
- * Finalize class list, classroom assignments and catechists
- * Begin Faith Formation sessions
- * Opening sessions with parents / Collect all registration fees
- * Publicize the October calendar

OCTOBER 2024

- * Gentle reminder – be committed to your relationship with Christ in daily prayer
- * Make appointment / meet with the pastor
- * Read the weekly Chancery Bulletin
- * Continue to focus on the Eucharist 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
- * 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
- * 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 22-26, 2025 in Washington, DC. diolc.org/yya/youth-opportunities/pilgrimage-for-life
- * Reach out to a family that is no longer participating in formation

NOVEMBER 2024

- * Gentle reminder – Your relationship with Christ in daily prayer needs to come first.
- * 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/>
- * Focus on the incredible Gift of the Eucharist: 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 1st.
- * 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. 8th (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 2024

- * 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. After prayer, work will flow better.
- * Make appointment / meet with the pastor
- * Read the weekly Chancery Bulletin
- * 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
- * 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 22-26, 2025

JANUARY 2025

- * Take more 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.
- * Make appointment / Meet with the pastor
- * Read the weekly Chancery Bulletin
- * 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
- * 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
- * Complete BEET Grants applications and return to Office for Catholic Schools
- * Begin planning budget for the next year

- * Plan for Vacation Bible School
- * Purchas classroom materials as needed
- * Publicize February calendar
- * 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 22-26, 2025
- * Promote summer Adventure Camp (Week 1: June 22 – 27, 2025 or Week 2: July 6 – 11 2025 or Week 3: July 27 - August 1) diolc.org/yya/youth-opportunities/adventure-camp
- * Plan for Lent which begins Wednesday, March 5, 2025
- * Plan family Lenten activities
- * Determine if parish will host a NET Retreat next fall
- * Contact a family that no longer participates in parish life

FEBRUARY 2025

- * Be committed to your relationship with Jesus each day. Spend some time in silence in Church with Jesus truly present in the tabernacle.
- * Make appointment / meet with the pastor
- * Read the weekly Chancery Bulletin
- * Finalize Lenten plans which begins March 5
- * Stay focused on the Eucharist diolc.org/eucharist/learn
- * Give catechists a daily meditation booklet for Lenten spiritual reading
- * Prepare students for increased prayer during Lent, which begins Wednesday, March 5. Easter is Sunday, April 20, 2025.
- * Continue budget planning
- * Plan March grade-level meeting
- * Publicize March calendar
- * 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 22 – 27 or Week 2: July 6 – 11 or Week 3: July 27 - August 1) diolc.org/yya/youth-opportunities/adventure-camp
- * Contact a family that no longer participates in parish life

MARCH 2025

- * Gentle reminder – your commitment to your relationship with Christ in daily prayer
- * Read the weekly Chancery Bulletin
- * Make appointment / meet with the pastor
- * 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 for next year.
- * 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 for Diocesan recognition
- * (increments of 5 years only – 5, 10, 15 yrs. etc.)
- * Youth and chaperones meet and fundraise for Adventure Camp

APRIL 2025

- * 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.
- * Make appointment / meet with the pastor
- * Read the weekly Chancery Bulletin every Tuesday morning
- * Celebration of spring Sacraments in late April or early May
- * Continue to focus on the Eucharist: diolc.org/eucharist/learn
- * Plan for and promote ongoing formation of 11th and 12th 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 2025

- * Take time for prayer of thanksgiving to God for a fruitful year
- * 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
- * Celebration of spring Sacraments
- * 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
- * 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
- * Determine if new textbooks are needed 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 2025

- * Set aside time to reflect on and be grateful to God for the accomplishments of this academic year
- * Make appointment / meet with the pastor for monthly planning, setting dates, reviewing needed changes etc.
- * Read the weekly Chancery Bulletin
- * 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 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
- * 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 22 – 27 or Week 2: July 6 – 11 or Week 3: July 27 - August 1)
- * Plan for NET Retreat

JULY 2025

- * 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.
- * 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
- * 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
- * Begin class assignments
- * Research adult faith formation materials
- * Research any resources needed for curriculum