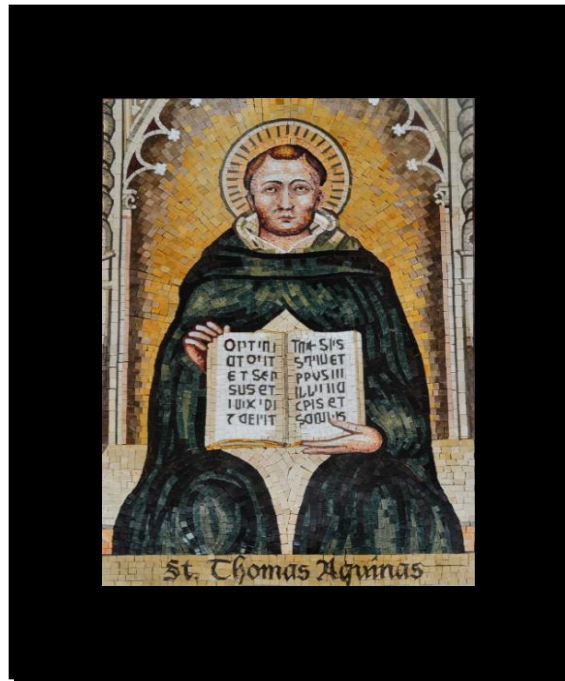


Catechist/Assistant Handbook



Saint Thomas Aquinas Catholic Church

725 South 250 East
Hyde Park, Utah 84318

Parish Office: 435-752-1478

Religious Education Directors: 435-752-1478 ext. 106 or 109

RCIA Director for Adults and Children: 505-463-0591

Fax: 435-792-3792

Website: www.stthomaslogan.org

Email: sta.religioused106@gmail.com

Religious Education Office Hours

September –May

Mondays - Thursdays: 9:00AM-5:00PM

Fridays: 9:00AM – 12 noon

Saturdays: Closed

*Sundays: 8:30AM-4:00PM **only while classes are session***

June-September

Mondays - Thursdays: 9:00AM-5:00PM

Fridays: 9:00AM – 12 noon

Class Times (September - May)

*Grade Level Catechesis - K, 1st grade & Post Communion 4th-6th grade **2:30PM-3:30PM in ENGLISH or**
Catequesis al Nivel del Grado - Kinder y 1er grado, Post Comunion 4to -6to grado **2:30PM-3:30PM in SPANISH***

8:30AM-9:45AM Rotating Sundays –1st YEAR Sacrament Prep

*1st YR **First Reconciliation/Communion 2nd - 11th grade** / 1st YR **Confirmation 7th – 11th grade 2:15AM-3:45PM***

11:30AM - 12:45PM Rotating Sundays –2nd YEAR Sacrament Prep

*2nd YR **First Reconciliation/First Communion 3rd -12th grade** / 2nd YR **Confirmation 8th – 12th grade***

Mass Times ↓↓

Saturdays

5:00PM in English and 7:00PM in Spanish at Saint Thomas Aquinas

Sundays

10:00AM in English and 1:00PM in Spanish at Saint Thomas Aquinas

Sundays

6:00PM Newman Center during USU Fall and Spring Semesters

Confession Times ↓↓

Wednesdays ↓

6:00PM-6:45PM

Saturdays ↓

6:00PM-6:45PM

Confessions at St Jerome: ↓

USU Fall and Spring Semesters

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A CATECHIST'S PRAYER

*Father of all families, you have called me to **serve** the family **in truth and love** as a catechist. May I be faithful to this call, rooted in your Word, and open to the gifts of the Holy Spirit.*

*May I use these gifts, especially the gifts of **faith, hope, and love**, to serve the family as a witness to you, who are love and life and the source and destiny of all families.*

Let your Spirit enlighten my mind and strengthen my heart so that I can be a path of Christ's love to families, especially those in need, the homebound and aged, the disabled and disheartened.

Through the intercession of Mary and Joseph, I pray for the Church, the Bride of Christ, whose mission to build a civilization of love passes through the family.

Amen.

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WHO IS A CATECHIST?

The General Directory for Catechesis states:

“No methodology, no matter how well tested, can dispense with the person of the Catechist in every phase of the catechetical process. The charism given to the Catechist by the Spirit, a solid spirituality and transparent witness of life, constitutes the soul of every method. Only his own human and Christian qualities guarantee a good use of texts and other catechetical instruments.”

The Role of a Catechist

A Catechist is a person of faith whose primary mission is to communicate God’s love by proclaiming the Good News of Jesus Christ and creating an atmosphere for the Holy Spirit to bring about growth in faith among believers. Catechists minister to adults, youth and children in a variety of locations and parish faith formation programs, youth ministry programs, sacramental preparation, Christian initiation processes and family programs.

The six fundamental tasks of a Catechist are to:

1. Promote the knowledge of faith.
2. Give moral formation.
3. Provide liturgical education.
4. Teach how to pray.
5. Educate for community life.
6. Initiate into the missionary dimension.

The person of the Catechist is essential to the catechetical mission of the parish.

Jesus the Teacher

Jesus’ most common title was teacher. In the four gospels, Jesus is addressed or referred to as “teacher” almost fifty times. Jesus communicated the Good News by teaching in the synagogues and by sharing his message wherever groups gathered around him.

How did Jesus teach? He told stories or parables. He used examples from the experiences of the people he was with and taught them by the way he lived. Jesus used these teaching methods in his day to communicate his message.

As a Catechist, you are following in the footsteps of Jesus, the master teacher. Use his methods to teach your students.

BASIC REQUIREMENTS FOR A CATECHIST OR CATECHIST ASSISTANT²

Catechists and assistants must be practicing Catholics who are faithful to and living a lifestyle consistent with the teachings of the Catholic Church. Personal prayer life is fundamentally important in the life of the Catechist. This is fostered through regular Mass attendance, reception of the Sacraments, daily prayer, scripture reading and participation in retreat opportunities.

Catechists and assistants must be willing to participate in the Diocesan Catechist Formation Program as well as in the Catechist formation opportunities provided by the parish. Catechists and assistants must agree to regularly attend planning meetings, **the Utah Catholic Conference (UCC)** [formerly called Diocesan Pastoral Congress] and other meetings designated by the Parish Religious Education Director/Coordinator.

Catechists must be ready to spend time each week preparing the catechetical session using the Catechist's manual selected by the parish program. Catechists must agree to know and abide by the policies and directives of the Director/Coordinator and the Catechist Handbook.

² (General Directory for Catechesis) #16

REASON FOR DISMISSAL

Volunteers can be dismissed just as paid employees can be and the procedure are similar. Allegations of child abuse or molestation result in immediate suspension. Any allegation of child abuse or molestation must be reported to the Director/Coordinator who will inform the Pastor and the Regional Director of the Catechetical Office.

Some of the reasons for considering the dismissal of a Catechist are:

- Consistently demonstrating a failure to maintain control in a group or catechetical session.
- Consistent failure to follow the Diocesan Guidelines or the designated curriculum.
- Consistent resistance to the leadership, directives and guidance of the Director/Coordinator.
- Excessive absence from the program.
- Behavior that fosters divisiveness and a spirit of negativity among the other Catechists and staff.
- Physical or mental incompetency in carrying out the supervisory and educational responsibilities.
- A lifestyle that seriously and obviously violates Catholic morality

CATECHIST AND ASSISTANT ORIENTATION MEETING

Prior to the beginning of his/her ministry each Catechist is required to participate in an introductory orientation meeting.

This orientation to the parish catechetical program usually takes place prior to the opening day of the religious education program. Orientation offers the new Catechist an opportunity to meet fellow Catechists, become familiar with parish facilities and visit the classroom he/she will occupy.

VOLUNTEER BACKGROUND CHECK AND ONLINE SAFE ENVIRONMENT TRAINING

Safe Environment compliance in the Diocese of Salt Lake City is a prerequisite to ensure that all those whose duties include contact with children and youth are in compliance with the USCCB Charter for the Protection of Children and Young People. All diocesan personnel and volunteers must comply with diocesan policies and with applicable state and local laws.

The Diocese of Salt Lake City utilizes a web-based database platform entitled CMG Connect to train, track and manage compliance of personnel and volunteers. CMG Connect assists to ensure that all personnel and volunteers who are in a position of trust with children, youth and vulnerable adults within our schools and parishes are trained to recognize behavior patterns of potential abusers and provide pro-active measures for preventing abuse in any context. Additionally, the platform offers a streamlined screening process for personnel and volunteers by use of a secure on-line background check program entitled Selection.com. Must be renewed every three years.

As part of preparing for an active shooter situation, training is offered through the CMG Connect database platform. The training consists of two videos. The first video, presented in a school setting, contains three scenarios, RUN - HIDE - FIGHT, in response to an active shooter situation. The second video provides information and instruction on preparing for an active shooter situation. The Intruder Security Training is required for all **ADULT** Catechists.

For more information and to complete the Trainings go to <https://dioslc.org/safe-environment>

PREPARATION FOR CATECHESIS

Besides the necessary personal qualities, a catechist should seek to acquire the knowledge, skills, attitudes and abilities needed to communicate the gospel message effectively. You should have a solid grasp of Catholic culture, doctrine and worship, familiarity with Scripture, communication skills and the ability to use various methodologies and understand how people grow, mature and learn.

The Bishop of Salt Lake City has mandated that all Catechists who teach in programs in the diocese should be actively pursuing catechetical certification.

CATECHIST CERTIFICATION REQUIREMENTS

There are two types of certifications for catechists in parishes:

BASIC Certification: Catechists can earn a Basic Certification by completing 30 hours of coursework across the following domains: Creed, Sacraments, Morality, and Prayer. Individuals who hold a BA or MA in Theology, an MA in Catholic School Leadership, are members of a religious community, are commissioned Lay Ecclesial Ministers, or have completed the Emmaus program automatically qualify for Basic Certification.

Check the <https://dioslc.org/catechist-formation-and-certification> website for more information.

RENEWAL Certification: After receiving a Basic Certification, catechists will renew a minimum of 10 hours every year. Check the <https://dioslc.org/catechist-formation-and-certification> website for more information.

St. Thomas Aquinas Religious Education Office will keep track of hours that are offered through our office. If you attend other workshops, classes, etc., please let us know immediately the date, time, place, topic, etc.

DATES TO REMEMBER

- Catechist Orientation Meeting in June, July, and/or August
- Parent/Student/Catechist Orientation Meeting in September
- **Catechetical Sunday:** Catechetical Sunday recognizes in a special way all those involved in parish catechetical ministry. It is celebrated nationally on the **third Sunday in September** at a designated Mass on this day, Catechists are called forward to be commissioned by the celebrant and the parishioners
- Utah Catholic Conference includes Mass, workshops, exhibits of catechetical publications, resources and a prayer service in Salt Lake on a Saturday in September
- Diocesan Advent Retreat during Advent AND/OR Parish Retreats
- Diocesan Lenten Retreat during Lent AND/OR Parish Retreats

WEEKLY EXPECTATIONS FOR CATECHISTS

LESSON PLANNING

On your class outline/schedule, lessons are scheduled for the year, and we ask that you try to stay on schedule. Our texts are in accordance with the Catechism of the Catholic Church and if you skip or omit lessons, the children miss the faith and doctrine that is to be taught in each grade level. Remember, everything in our faith is important. If you do not feel qualified to teach about a particular aspect of the faith or have difficulty understanding what the lesson plan is trying to communicate, do not skip over the lesson. Instead, please contact the DRE for support.

Tips For Lesson Planning

1. Look ahead. The lesson you are planning is only part of a larger plan for the whole year. You need to get a picture of the whole program calendar year and see how much time you have to accomplish your goals. Get a good feel for how this lesson can build off the previous one and lay the foundation for the next.
2. Get to know your primary teaching resources.
 - Catechist Teaching Manual / Guide.

Manuals For Catechists

Each Catechist will be given a manual/guide. These books assist Catechists in lesson preparation. Catechist's editions usually include the student text and the manual/guide in one volume. Catechists should acquaint themselves with the manual/guide well in advance of the beginning of classes. Catechists are encouraged to use the manual as a guide, adapting lessons and projects to the students in a particular course. Manuals/guides are designed as an aid.

3. Examine the teacher's notes in the Catechist's manual / guide. Instructor's manuals are often a Catechist's best friend. They lay out the lesson like a blueprint and offer step-by-step instructions.
4. Visualize yourself teaching the lesson. Visualization is the practice of using your imagination to experience specific situations in hopes of learning behaviors that can be incorporated into your real-life repertoire. Good lesson planning involves visualizing yourself teaching the class.
5. Make adjustments to fit your particular class. No lesson plan is ironclad. Think of your Class's readiness (or lack thereof) for what your lesson calls for and make the necessary adjustment.
6. Know your goals and learning outcomes (objectives). It is crucial that you know what the purpose of your lesson is. Goals and learning outcomes are statements you include in your lesson plan that state concretely and in measurable terms, what it is you hope to accomplish.
7. Get your materials ready. Before you go into the classroom be sure you have all the materials you will need to complete the lesson properly.
8. Have plan B ready. Consider the possibility that what you are hoping to accomplish may not work. Always have an option ready in case something falls flat or just is not working the way you had hoped.

Without proper lesson planning your classes are vulnerable to boredom, poor discipline, lackluster performance and poor participation.

BASIC CLASS FORMAT

Arrival

- **Please arrive at least 30 minutes before class begins.** Pick up your attendance and any other materials in the Religious Ed Office and check in with director. Prepare your room and materials so you can greet your students as they arrive. (Put in cupboard)

When Class Begins

- Take attendance and record it on the attendance sheet using the following notations:

✓ Denotes **Present** **A** Denotes **Absent** **T** Denotes **Late/Tardy**

Opening Prayer

- With Grace, quiet students and ask them to place themselves in the presence of God.
- Start with the Sign of the Cross and pray the “Our Father” and “Hail Mary.”
- You may include other prayers, scripture and special intentions.

Lesson for the Day

- Briefly review the previous class lessons and concepts.
- Follow the lesson plan for each class.

Homework

Homework is an option. You can assign prayers to memorize, a page in their text to complete or one of the family activities in the text. Be creative and ask them to do a good deed, be nice to a brother or sister, help their parents without being asked, etc.

Dismissal

- End your class with the prayer “Act of Contrition.” or other appropriate prayer. Often the text will provide a closing prayer. Do NOT skip. Prayer is what makes this learning different from regular school.
- Follow the policy for the dismissal of students – each student must be picked up by an authorized adult. Authorized adults are listed in your attendance folder.
- * **Catechists must verify by asking the adult for their phone number listed including their complete name. Parents can authorize other adults in the office and must do so before you release the student.**
- * If student has not been picked up in a timely manner, please bring to the office to the director along with the Attendance Folder.
- Straighten room, pick up trash and turn off lights and close door. Return Attendance sheet to your assigned box in Religious Education Office.

THE RESPONSIBILITIES OF AN ASSISTANT CATECHIST

- Assisting with small group discussions.
- Helping individuals or groups with projects.
- Possible presentation of all or part of a lesson (w/prior authorization by director and must be prepared ahead of time)
- Assisting with recording of attendance.
- Helping to maintain discipline and order.
- Assisting with the distribution or collection of class and home activities materials.
- Escorting students to/from the restroom or office
- Testing students in the hallway during prayer list testing days

CHRISTIAN ATTITUDES IN THE CLASSROOM

It is our policy to discipline with love and understanding. Do not allow a behavior problem to continue, immediately speak to the student about their behavior. See Safety and Behavior Policy page 15 for a list of unacceptable behaviors.

Because of time needed to correct behavior and the disruption caused by the behavior the Director of Religious Education, staff, catechists, and volunteers who are responsible for discipline in the absence of parents will take these steps:

- Misbehaving children will be given a first warning to cease the misbehavior with an explanation of what the child has done.
- If misbehavior continues, each classroom has Incident Report forms in the Emergency Binder. Catechists fill out top portion and Assistant will accompany student with form to the office. The Incident report form is on page 17. Director will follow up with parent phone calls and recommended resolutions.

SUBSTITUTE CATECHIST PROCEDURE

The catechist should inform the RE Office if they need a substitute as soon as they realize they cannot teach their scheduled class.

The catechist is responsible to submit their lesson plan for the class and contact a substitute. If your authorized assistant can substitute for you, ask them, otherwise, contact one of the approved substitutes from the contact list.

Only the DRE or Pastor can cancel a class.

CLASSROOM MAINTENANCE

The Catechist should:

1. Briefly check classroom condition before students arrive. Note anything that is out of order, or things that require special care (e.g. display projects).
2. At the end of class, Catechist and students are to straighten up the classroom.
3. The Catechist is to check the windows, shades, lights, desks, boards, floor are in good condition before leaving the room. Any condition that needs attention should be reported to the Director/Coordinator.

A Prayer Table or Prayer Corner should be utilized in every classroom every week.

Cupboard space is available for each class to store supply bins and other materials. Please request a key from the Director.

PARTIES / SNACKS

It is recommended that food not be served during the classes and in the classrooms. (But not limited to use of Social hall w/prior discussion & approval with Religious Education Director.)

STUDENT VISITORS

In view of Diocesan Fire regulations and insurance regulation, only children on the class Attendance Register should be in the classroom. No visitors, parents/guardians, cousins, friends, catechist's children, etc., are to be in the room without the permission of the Director.

RESOURCES AND MATERIALS/SUPPLIES

Catechist Resources

Books and videos are available in the Religious Education Office. You may check them out at any time. Your Catechist's manual provides you with substantial information for your grade level. Many ideas are available online. Be sure it is Catholic.

Miscellaneous

Supplies should be requested one week prior to the time you need them. We stock a variety of papers and colored paper, foam shapes, foam projects, stickers, crayons, markers, scissors and many other craft items. There are also many prizes and incentives to give away.

Copy Machine—we can make copies for you if you request them.

Bulletin Boards—there are bulletin boards available in all of the classrooms for you to use. Do not hang anything on the walls.

STUDENTS WITH SPECIAL NEEDS

Children with special needs will be notated on your attendance sheets. Please speak to the director about how to accommodate the child/modify lesson.

EMERGENCY PROCEDURES

A plan for an emergency exit is posted in your classroom and in the Emergency Binder. Take a few minutes to familiarize yourself and your class with the specifics.

In case of Fire:

- Lead students out of the room to the assigned place of safety.
- Ensure that all students are out of the room.
- Have the last person out of the room, close the door.
- Bring the attendance sheet and emergency kit
- Use the attendance sheet to verify that all those in your charge are accounted for and safely out of the building.
- A staff member is appointed whose responsibility is to check the bathrooms and to evacuate any students in those rooms. For each disabled student, a staff member (an adult), other than the Catechist, should be assigned to assist that student.

In case of Earthquake:

- Drop to the ground
- Take cover under a sturdy table or other piece of furniture
- Hold onto furniture until shaking stops
- Lead students out of the room to the assigned place of safety.
- Insure that all students are out of the room.
- Have the last person out of the room, close the door.
- Bring the attendance sheet and emergency kit
- Use the attendance sheet to verify that all those in your charge are accounted for and safely out of the building.
- A staff member is appointed whose responsibility is to check the bathrooms and to evacuate any students in those rooms. Provisions must be made for the safety of disabled student. For each disabled student, a staff member (an adult), other than the Catechist, should be assigned to assist that student.

In case of Active Shooter:

- **Run** - if possible, to the exit
- **Hide** - Close and lock door, pull shade closed on all windows and by doors, all should hide in corner by cupboards
- **Fight** – this option is the last resort: find “weapons” to throw and disarm intruder

For additional information, PLEASE READ THE RELIGIOUS EDUCATION HANDBOOK.

Some excerpts are as follows:

ATTENDANCE POLICY

Effective religious education requires faithful attendance.

Absences

Parents must inform the Religious Education Director of an upcoming absence or sickness by calling or emailing or leaving a signed and dated note.

All absences must be made up by the student by completing the work assigned by the catechists.

In the event of **multiple absences** (excused or unexcused) in a sacramental prep year, the Religious Education Office will contact the parents of the student in question to determine whether their student will be allowed to continue their religious education class and may be reason to postpone any Sacrament celebrations until the following year.

Being late to class is a distraction and disrupts the class. Any student 15 minutes late or more will be counted as tardy and sent to the director's office. Two tardies will be marked as an absence!



Class Cancellations

Due to inclement weather, we reserve the right to cancel classes. PLEASE, CHECK YOUR EMAIL and Church's Website ON A REGULAR BASIS.

Safety and Behavior Policies

In order to create a safe environment, St. Thomas Aquinas Religious Education will follow policies and procedures set forth by the Diocese of Salt Lake City.

Drop off and Pick up Student

Students are expected to be taken to and from classrooms by their parents or by another authorized adult. **No children are to be left unsupervised at any time.**

Children will only be released to their parents or other authorized adults.

Parents or other authorized adults must come to the classroom to pick up their child. (Older Confirmation students will be escorted by their catechist and/or assistant to designated area outside by sidewalk.)

Fire and other Disasters

In case of fire, we will meet on the lawn on west side of building. Please pick up your child from the catechist. For all other disasters, such as earthquakes, we will also meet on the west side lawn for pickup. If the west lawn is not safe, we will go to the North Park Elementary School/LDS church on 800 East

Circle of Grace

We use the Diocesan appointed *Circle of Grace* Curriculum for all students to teach them of their God-given right to be loved and cared for. (Curriculum is mandatory and all material needed for this is provided by the Diocese.)

Behavior and Discipline

Christian learning takes place in a loving Christian environment. For this reason, the following behaviors, which include but are not limited to those listed below, will not be tolerated by anyone involved in Religious Education activities:

- × blasphemies and other foul language
- × disrespect and disobedience
- × verbal threats and physical violence
- × abuse of age-inappropriate or illegal substances
- × impure language or acts
- × littering, vandalizing, or stealing
- × no cell phones during class, if your child brings a phone, it will be turned in at the beginning of class and returned at the end - ALL CATECHISTS MUST ENFORCE THIS

Because of time needed to correct behavior and the disruption caused by the behavior the Director of Religious Education, staff, catechists, and volunteers who are responsible for discipline in the absence of parents will take these steps:

- ✦ Misbehaving children will be given a first warning to cease the misbehavior with an explanation of what the child has done.
- ✦ If misbehavior continues the child will be accompanied to the Religious Education Office and their parents will be notified. The parents, catechist and director of Religious Education will meet to discuss the necessary disciplinary actions at their earliest convenience.

Dress code

- **Parents are advised to be aware of what their children wear to all Religious Education activities.**
- **Students should wear clothing that shows reverence and respect for themselves and their Church.**
- **Clothing should be appropriate for Mass because classes often enter the sanctuary or chapel for special activities and prayers.**

Saint Thomas Aquinas Religious Education
INCIDENT REPORT (not abuse/suspected abuse)

Date: _____ Time: _____ Room: _____

Catechist Name: _____

Student Name: _____

Type of incident: (all those that pertain to incident)

- Disciplinary - misbehaviors
- safety
- health
- other

*****Fill out top portion and send student to office with this paper*****

Student's description of the incident:

Student signature _____

Catechist's description of the incident:

Catechist signature _____

Recommendation for incident resolution:

Parents/Guardians were notified on DATE: _____ TIME: _____

Religious Education Coordinator signature _____

Sacrament Requirements

The Sacraments are efficacious signs of grace, instituted by Christ and entrusted to the Church, by which divine life is dispensed to us...They bear fruit in those who receive them with the required dispositions. CCC 1131

Requirements for First Reconciliation and First Holy Communion

- Must be baptized
- Must be in 2nd through 12th grades
- Must attend **SCHEDULED** classes
- Must attend weekly Sunday Mass and Holy Days of Obligation
- Must have basic Catholic prayer knowledge
- ***Student and/or parents will attend meetings and scheduled retreats as offered during the sacrament preparation process of their child***
- *No sponsor* is required for the sacrament of First Communion in the Diocese of Salt Lake City
- This is a 2-yr Process

Requirements for the Sacrament of Confirmation

- Must be baptized and have received their First Holy Communion (or enrolled in Older Sacraments Class)
- Must be in 7th through 12th grades
- Must attend weekly **SCHEDULED** classes
- Must attend weekly Sunday Mass and Holy Days of Obligation
- Must have basic Catholic prayer knowledge
- ***Candidate and parents will attend meetings and scheduled retreats as offered during the sacrament preparation process of their child***
- Must participate in at least 30 hours of Community Service
- Choose a Catholic, Confirmation Saint Name
- *Must choose appropriate Sponsor* within Deadline (see Sponsor requirements below)
- This a 2-yr Process

Requirements for Confirmation Sponsors set forth by the Bishop of the Diocese of Salt Lake City

- Must be 18 years of age or older
- Must be a Catholic who has celebrated all Sacraments of Initiation (Baptism, Holy Communion, and Confirmation)
- Must be a practicing Catholic who can receive the Eucharist (Communion) at Mass
- If married, must be married in the Catholic Church
- Must not be immediate family (***not parents or siblings***)
- Must be willing to be involved in entire process and to fulfill the role in a serious and conscientious manner

PARENT Volunteers

Without many volunteers we cannot provide the religious education that children deserve. Sharing of ones God given gifts and talents help His children to grow in faith and walk as Jesus' disciples in life.

Catechists and catechist assistants

Catechists are the main teachers in our program. Catechist's assistants assist the head catechist in our program. All catechists and catechist assistants are volunteers who practice their Catholic faith on a daily basis, which includes attending Mass on Sundays every weekend.

Other Volunteer Opportunities

- Prayer Tester for: First Reconciliation/Communion OR Confirmation
- First Communion Projects
- May Crowning Celebration
- Circle of Grace Grade Level Retreat
- Confirmation Retreat
- Service Projects
- Office Help
- Registration Help
- Teacher Appreciation Lunch

Every volunteer with direct contact with children in our program must complete a background check and comply with the Safe Environment Online Training requirements of the Diocese of Salt Lake City.



Registration and Fees

Registration for Religious Education Classes

435-752-1478 ext. 106 for Linda Diaz or Nicole Held ext.109

You **MUST** bring full **PAYMENT** and copies of your child's Birth Certificate and Baptismal Certificate to register.

REGISTRATION WILL BE COMPLETE ONCE ALL DOCUMENTS AND PAYMENT HAVE BEEN RECEIVED.

Fees

\$30 per child **GRADE LEVEL CATECHESIS** Kindergarten, 1st (early catechesis) and 4th - 6th grade (post communion)

\$100 per child **FIRST RECONCILIATION/COMMUNION** 2nd – 12th grades

\$100 per child **CONFIRMATION** 7th – 12th grades

Late fee of \$10/class PER EACH CHILD will be added if payment not received before classes begin in September.

Check or Cash preferred. Thank you!

No child will be turned away because of cost. Please let us know of any family hardships or need of tuition assistance. Speak directly with a director about this.

FEE PER STUDENT/PER CLASS

\$30.00 / K – 6th GRADE LEVEL CATECHESIS 1yr

\$100.00 /Rec/Com Sacrament Prep Classes 2yrs

\$100.00 /Confirmation Sacrament Prep Classes 2yrs

Revised Version: Aug. 18, 2025

End of Year Catechist Interview

Catechist Name _____

Class taught this year _____

What day and time did you teach? _____

1. How would you describe your experience as a catechist this year?
2. List the positive aspects of sharing your faith with learners this year.
3. If you could change one thing about your experience as a catechist or the religious education program in general, what would it be?
4. What did you learn about your abilities as a catechist this year?
5. What did you learn about yourself as an adult Catholic?
6. Did you participate in the Symbolon Catechist Formation training?
If so, how did it help you in your teaching ministry?
7. What suggestions do you have for improving catechist formation training in our parish?
8. Are you planning on teaching again next year?
If so, what class/classes?
9. Is there anything that we as directors could do different and/or improve on or that you were pleased with?

-----Please return to the Director -----