



DIOCESE OF TRENTON

August 13, 2024

Dear Principals,

Each school in the Diocese of Trenton has an ***Elementary School Religion Coordinator***. This role is appointed by the principal and acts as liaison with the Department of Catechesis and the Office of Catholic Schools. The Department of Catechesis requests the name and contact information for this person. **Please email the information to my assistant, Debbie D'Agostaro at ddagos@dioceseoftrenton by August 31, 2024.**

The principal determines the responsibility based on the description below:

1. Coordinate the Catechetical programs within the school. "Religion teachers in Catholic school not only teach the Catholic faith as an academic subject but also bear witness to the truth of what they teach." NDC, 9b
2. In collaboration with the principal, schedule meetings for the faculty which may include:
 - In-service opportunities – on methods, creative strategies, prayer, religious literacy, and presentations based upon teachers' expressed needs.
 - Review diocesan Religion Curriculum Guidelines including the Family Life / Safety programs (RCL Family Life and Loyola, Growing with God).
 - Evaluations to determine strengths and weaknesses of the Catechetical programs.
3. Serve as a resource person for faculty members – providing information concerning Diocesan Catechist Certification opportunities, curriculum guidelines, available resources, and resources for classroom instruction.
4. Coordinate the diocesan *Certificate in Catechesis* of religion instructors. "Religion teachers in Catholic schools have the same responsibilities and perform many of the same functions of parish catechist...they should also meet diocesan standards for certification as a catechist." NDC, 9c
5. Serve as liaison between principal, and classroom teacher in the religion curriculum area. Assists new teachers and those whose backgrounds in religion need strengthening by suggesting more effective techniques and projects for class instruction.
6. Arrange for curriculum consultants from publishers of religion materials to meet occasionally with the faculty members to keep them aware of new concepts and trends in the teaching of Religion. Coordinate the review of new textbooks and make recommendations to the principal.
7. Coordinate faculty prayer and/or school liturgies.
8. Meet with the principal on monthly basis in light of these responsibilities and any other responsibilities agreed upon with the principal.

Thank you for your attention to this very important role. If you have any questions, please let me know.

Denise Contino, Director of Catechesis