

NEW Catechist, Adult Aide, Teen Aide Application 2024-2025

Thank you for your interest! It is the faith and commitment of our dedicated Catechists that is the cornerstone of our program. I, Saul Onate Perez-DRE, like to meet with all first-time prospective Catechists. When this completed application is received, you will be contacted for an appointment. Or if you prefer, you may call the RE office and schedule an appointment, 770-516-9699.

Legal Name: _____

*Cell phone: _____

Email: _____

*Phone number for Class Cancellation Message

(our primary method of communication)

We use FLOCKNOTE to contact you via text or email. Please notify us if your cell or email changes.

Street Address/City/Zip: _____

Registered at St. Michael's? **Yes/No** If not, please complete and attach a Parish Registration form.

of years as a Catechist at SMA: _____ # of years at another parish: _____ Age: _____ Birthdate: _____

Teaching Preferences:

The class schedule is listed below. Please indicate: your first and second choices for grade, day, and time; and if you wish to **co-teach** with someone. You will receive an e-mail confirming your assignment. *Thank you.*

I would like to:
☐ **Teach** ☐ **Adult Aide** ☐ **Special Needs Aide** ☐ **Teen Aide** <18 yrs. old ☐ **Sub**
I would like to co-teach with:

	<u>Grade</u>	<u>Day</u>	<u>Time</u>
1 st Choice	_____	_____	_____
2 nd Choice	_____	_____	_____

I would like my child in my class (if appl.)

Yes / No

When you've joined this ministry you'll receive instructions on how to register your child(ren) for class online.

CLASSES OFFERED	CLASS TIMES
	Sunday
Grades: Kindergarten, 1 st , 2 nd , Sacramental Prep Yr 1 & 2 for 3rd thru 8 th graders	9:00am-10:15am or 11:00am-12:15pm
Confirmation Preparation Year 1 & 2 (Usually Grades 9 & 10), Sacramental Prep Yr1 (3 rd thru 8 th graders)	3:45-5:15pm
	Wednesday
Grades: 1 st , 2 nd , 3 rd , 4 th , 5 th , 6 th , 7 th , 8 th , Sacramental Prep Yr1 (3rd thru 8 th graders)	6:30pm-7:45pm
Confirmation Preparation Year 1 (Usually Grades 9 & 10)	6:30pm-8:00pm
	Thursday
Grades: 1 st , 2 nd , 3 rd , 4 th , 5 th , 6 th , 7 th , 8 th , Sacramental Prep Yr1 (3rd thru 8 th graders)	6:30pm-7:45pm
Confirmation Preparation Year 1 (Usually Grades 9 & 10)	6:30pm-8:00pm

Class Length:

All Confirmation Preparation (9th & 10th) classes are 90 minutes.

All Grades Kindergarten through 8th classes are 75 minutes.

Continue to reverse side for signatures and fees.



For Office Use:

Date Received: _____ Interview Date: _____

Book provided: _____ Class Assigned: _____

Update Catechist Lists: Catechist Grade/room Assignment _____ ParishSoft _____ FLOCKNOTE _____

Date Email sent to initiate SE Background Check: _____

Adult Photo Release Form: I hereby give permission for St. Michael the Archangel Parish and the Archdiocese of Atlanta and any of its affiliated organizations, including, but not limited to *The Georgia Bulletin*, to use my name and/or photograph for promotional, news, or public relations in print and/or electronic media.

Print Name: _____
Date: _____



Signature: _____

PSR Children's Registration For Approved Catechists & Adult Aides:

When you are accepted as a volunteer, you'll receive instructions on how to register your child(ren) for class online. You will receive a confirmation email when they are registered. **Our reduced fee structure for children of Catechists or Adult Aides (no tuition, just fees):**

Class Fees:

2 nd grade/Sacramental Prep year 2:	\$40 per child
Year 1 Confirmation Prep:	\$85 per child
Year 2 Confirmation Prep:	\$55 per child

Diocesan Requirements:

All volunteers must complete the Archdiocesan Safe Environment/VIRTUS Training Program and renew every 5 years. You will be notified when it is time to renew.

CATECHIST AGREEMENT

- I will follow the Precepts of the Catholic Church; be a person of faith whose lifestyle bears a witness to the message of the Gospel and Catholic teachings; to be a prayerful, positive, Catholic role model for the students and families.
 - I will always support and present the teachings of the Roman Catholic Church as Truth. All class teachings are to be in accordance with the Magisterium of the Roman Catholic Church. The classroom is not a forum for personal beliefs not in conformity with the Magisterium.
 - I will make a good faith commitment to have excellent attendance and provide timely notification to the Director or Faith Formation Staff when an absence is necessary. Be in the classroom at least 20 minutes before class to prepare the classroom and greet students.
 - Come to each class fully prepared; pray to the Holy Spirit for guidance before preparing class lessons.
 - Pray before class, invoking the Holy Spirit to guide your words and actions; begin and end each class praying with your students. Get to know your students; knowing their name is very important to them.
 - Make an effort to involve parents by informational letters, homework, and prayer/classroom/project help.
 - I will continue my own faith formation through participation at workshops, courses, retreats, bible studies or other avenues.
 - I will complete all Safe Environment requirements: online background check, and attending the in-person VIRTUS class in a timely manner **before** classes begin.
- Archdiocesan Basic Catechist Certification. The requirements will be explained during your interview.
 - **Attend the Mandatory St. Michael's Catechist Orientation/In-service at the beginning of August.**
 - Attend several Catechist meetings/classes held at St. Michael's during the year.
 - Attend Adult Faith Formation programs to continue your ongoing, life-long faith formation.



SIGNATURE: _____

Date: _____

NEED MORE INFORMATION OR HAVE QUESTIONS?

Contact:

Saul Onate Perez, Director of Faith Formation 770-516-9699x233 sperez@saintmichaelcc.org

NEW Catechist, Adult Aide, Teen Aide Application

Please help me get to know you a little better by completing these questions. A Catechist represents our Church and its teachings. Please drop the form off at the Faith Formation Office. When this completed application is received, you will be contacted for an appointment. Or you may call the Faith Formation office and schedule an appointment with the Director, 770-516-9699 x233. Thank you and God Bless! Saul Onate Perez-Director

Name: _____

Phone# _____ Email: _____

1. Are you a registered member of St. Michael the Archangel? Yes No
2. Are you Roman Catholic? Yes No
3. Sacraments celebrated (check if yes): Baptism____ First Eucharist____ Confirmation____ Marriage ____
4. If married-married in the Catholic Church? Yes No-please explain:

5. Divorced? Yes No If divorced, and in a second marriage, was the first marriage granted an annulment by the Catholic Church? Yes No
6. If single, are you in a cohabiting relationship? Yes No
7. I have been faithfully living the Precepts of the Catholic Church (see next page). Yes No
8. Is there any fact or circumstance involving you that would call into question your being involved in catechetical ministry? Yes No If Yes, please explain here or during the interview.

9. What is your profession? _____

If you are or have been in a teaching position, what grades/years taught?

10. Have you taught Faith Formation classes before? Yes No If so, where, what grades, and how many years?

Which age group do you prefer? _____

11. Why have you chosen this ministry? _____

12. Have you had any type of Teacher/Catechist training? Yes No If so, please list/describe your experiences:

Please attach a typed list of any Catechist Certification you already have and/or classes, conferences, you have attended towards Certification; and list any Catholic bible studies, retreats, you have attended in the past 2 years. (Please provide a copy of any class certificates).

13. Please list any other ministries with which you are involved:

Within St. Michael's Parish: _____

Outside of St. Michael's Parish: _____

14. List two references:

	<u>Name</u>	<u>Phone</u>	<u>Email</u>
(1)	_____	_____	_____
(2)	_____	_____	_____

Catechist Expectations:

A Catechist is a role model of Catholic teachings and values. Catechists are expected:

- † **to follow The Precepts of the Catholic Church**
 - A. You shall attend Mass on Sundays and Holy days of Obligation.
 - B. You shall confess your sins at least once a year.
 - C. You shall humbly receive the Lord Jesus in Holy Communion at least during the Easter season.
 - D. You shall observe the Holy Days of Obligation.
 - E. You shall observe the prescribed days of fasting and abstinence.
 - F. The faithful have the obligation of supporting the Church.
- † to present a prayerful, positive, Catholic role model for students, families and others.
- † to teach Catholic Church teachings; the Faith Formation program is not a forum for personal beliefs not in conformity with these teachings.
- † to continue his/her own faith formation through participation at workshops, courses, retreats, bible studies or other avenues.
- † to follow St. Michael's catechetical program, to prepare lessons, organize activities, assign homework, follow-up and seek assistance as needed toward that aim.
- † to understand this is a relational ministry in which getting to know your students and their families is important. Therefore, phone calls, emails, letters, newsletters and other forms of communication to involve parents are essential.
- † to understand that a Catechist is to both teach and evangelize by word and action.
- † to make a good faith commitment to have excellent attendance, and when an absence is necessary to provide timely notification of this to the Director.
- † to always pray to the Holy Spirit before preparation for the class, and directly prior to the class. Never underestimate the power of prayer, or the power of the Holy Spirit!!

As a Catechist, I will follow the Precepts of the Catholic Church. I have read the Catechist Expectations and I will discuss any questions or concerns with the Director.



Signature

Date