

**St. Laurence Elementary Faith Formation (CCE)
Catechist/Volunteer Training
August 20, 2025**

Important Training “Take-Aways”

Thank you for your support of the *Elementary Faith Formation (CCE)* program! You all are the backbone of this special ministry and we appreciate your support as we strive to encounter each of the learners entrusted to our care in a Christ-like manner. Here are a few reminders from our training this evening...

Contacts:

AMC Reception Desk: 281.265.5774

- **Joan Hastreiter**, Elementary Faith Formation (CCE) Coordinator
jhastreiter@stlaurence.org
Cell: 832.687.0122
- **Molly Zimmer**, Elementary and First Sacrament Assistant Coordinator
mzimmer@stlaurence.org

Note: Cell reception is unreliable in the AMC with some carriers.

**IF YOU ARE RUNNING LATE OR UNABLE TO ATTEND YOUR SESSION,
PLEASE CALL THE AMC AT THE MAIN NUMBER NOTED ABOVE,**

Kindly IDENTIFY yourself and ask the receptionist to pass your message on to Joan or Molly as soon as possible.

Note that about an hour prior to each session start time, we are setting up throughout the AMC and not available at our desks. Please do not leave a message on our desk phones or send an email and expect us to receive them before the scheduled session time.

Thanks!

Important Online Links:

- **Catechist webpage:** <https://stlaurence.org/the-catechist> (**everything** provided in your folder and everything you need to implement your lessons, including the weekly lesson plans, can be found on the Catechist webpage-see note below)
 - IF you are facilitating a KINDERGARTEN class, please see the Kinder subpage (accessible from the main Catechist webpage) for weekly Kindergarten Lesson Plan outlines at <https://stlaurence.org/kinder-lesson-plan-outlines>.
- **Our Sunday Visitor (publisher) textbook resources for:**
 - Call to Faith*** (Kindergarten)
 - Alive in Christ*** (1st-5th Grades)
 - <https://aliveinchrist.osv.com/parish>

Note: To access some of the online *Lesson Planning* resources provided by OSV for the *Alive in Christ* series (such as digital versions of the chapter black-line activity sheets) the user will need to set up personal credentials using the ISBN # of their assigned Catechist Guide for the grade-level they are teaching. **Copies of these chapter activity sheets can also be obtained by following the copy request protocol and submitting that to a staff member beforehand.**

AMC Hours:

Any time during its regular hours, you are free (and encouraged!) to come by the AMC to prepare for your weekly lesson. There are *many* resources, supplies, craft materials, etc. in the FF Workroom that are at your disposal for use in class. Please take some time to explore the workroom! Lots of good stuff there that you are invited to incorporate into your lessons.

For identification purposes, please wear your Elementary Faith Formation (CCE) lanyard into the building, helping the reception staff identify you as a volunteer and allowing you access to the secured Faith Formation Workroom area when it is locked.

During the formation year (Sept-May), the regular AMC hours * are:

Monday - Thursday	8:00 a.m. – 9:00 p.m.
Friday -	8:00 a.m. – 12 noon

* Note that weekend hours are *not regularly scheduled* and are dependent upon whether or not other ministries will be meeting in the AMC.

Key Points to Remember...

- **Elementary Faith Formation (CCE) begins Sept 16 (Tuesday session) and September 17 (Wednesday session).** The calendar for the year can be found on the Catechist webpage at <https://stlaurence.org/the-catechist> under the DOCUMENTS section at [CCE CALENDAR 2025-2026](#), with a hard copy provided in your training folder.

- **SAFETY:**

All Adults (age 18 and older) serving with children must be Safe Environment trained, and background check cleared, prior to the commencement of CCE on Sept 16/17.

Elementary Faith Formation staff will confirm your clearance with the SL Safe Environment Coordinator *prior* to the commencement of CCE. *You don't need to provide anything.* However, if we cannot confirm your clearance prior to classes beginning, you will not be eligible to serve in the classroom with the children until you are.

Online training and background check authorization (for adults, 18+) can be found at <https://galvestonhouston.cmgconnect.org/>.

All Youth Volunteers (ages 14-17) serving must have completed the Jeremiah 1:7 Youth Safe Environment training prior to the commencement of CCE.

Go to the Jeremiah 1:7 page on the parish website at <https://stlaurence.org/jeremiah17> for details.

Questions as to your status? Ask a Staff member...

- **ARRIVAL:**

Each week, ***please arrive at least 20 minutes prior to your designated start time to prepare your room and gather your materials. At least 10 minutes before the scheduled session start time, be sure to come to Marian Hall with your attendance sheet where you will connect with your learners at drop-off.*** Each class will meet by their designated classroom sign in Marian Hall and form a class line parallel to the stage.

CCE sessions meet as follows:

Tuesdays 6-7:15pm

Wednesdays 5:15-6:30pm

- **IDENTIFICATION:** Be sure to wear your name badge lanyard into the AMC for identification purposes. Name badge lanyards can be found in your class bin in the FF Workroom on the first night of class. **Quick Tip:** Leave your lanyard in your car console for ready access when arriving at the AMC!
- **VOLUNTEER ATTENDANCE:** Sign in at the AMC reception desk *every week* you attend when you arrive by initialing on the appropriate date for your scheduled session (i.e., Tues or Weds) in the Volunteer attendance log. Volunteer names are listed alphabetically down the page, with the CCE session meeting dates along the top. This sign-in process also applies to any substitutes who may cover your session for you as well. At the end of each session sign-in section there are blank pages for subs to list their names and acknowledge date of service.
- **CLASS BINS:** Have one of the teaching team members pick up your class bin in the Faith Formation Workroom – located on the shelves behind the door – **when you arrive.** This signals to us that you are present and ready to facilitate for the day. The bin contains your name tag lanyards (on day 1), the class attendance sheet, an updated class contact sheet, some classroom management materials, confidential Special Needs' student information (if applicable) in a red folder, a pack of sticky notes, student pencils and a flashlight (if your class is on the 1st floor). Your class bin may also periodically contain communications from the staff, including supplies for liturgical prayer services (i.e., rosaries, Stations of the Cross, etc.), when applicable.
- **SPECIAL NEEDS STUDENTS:** If you have children in your class that are challenged with learning, physical or developmental disabilities, or identified allergies, you will have a **RED** folder in your class bin marked **CONFIDENTIAL**. Included are listings of the affected children, parent suggestions for managing the learning/emotional challenges they face and additional helps/information regarding the underlying conditions identified. **Please be sure this Confidential folder remains in your class bin and is not taken off of campus.**

Parent Mentors for some students designated with Special Needs have been placed in classes as a third adult and are dedicated specifically to their learner. They are not a part of the class teaching team for purposes of planning or implementing lesson plans or substituting in class. If necessary, they have the option of removing themselves along with their child from the classroom to work independently in Room 214 on the second floor of the AMC. This provides them with the opportunity to continue the weekly lesson independently or other activities for the remainder of the session, should they need to remove themselves from class during a session for any reason, or simply need to reset.

- **FRAMEWORK (CFLFF)/CURRICULUM:**
 - **KINDERGARTEN**

Follow the Kindergarten Faith Formation (CCE) Lesson Schedule to determine which Unit (BIG IDEA) and Essential Question (EQ) is assigned weekly. Note that the KINDERGARTEN learners follow a *slightly different* set of more developmentally appropriate weekly EQs, as their curriculum is part of the Early Childhood framework. The Weekly Lesson Schedule you should follow is found on the **left-hand side of your training folders with a digital copy also accessible on the Kinder subpage at <https://stlaurence.org/kinder-lesson-plan-outlines>**

Be sure to review the relevant Lesson Plan outline *provided via email the week prior* and also located on the Kindergarten Lesson Plan subpage. Because internet access is shared between the 100-level classrooms and not readily available for all at the same time, a hard copy of the weekly Lesson Plan outline will be provided in your class bin each week for your reference.

Note: The focus for each EQ lesson is *not* the student textbook (which is considered only a *supplemental* resource) but rather the *totality of experiences* provided in class through the Lesson outline progression. Pages in the learner texts have been correlated intentionally to support the relevant EQ, but may not always include an entire chapter. Other portions of a particular chapter may be included further into the curriculum as it pertains to another relevant EQ. Since most Kinder learners are not reading-ready, the content of the assigned textbook pages is typically conveyed verbally by the facilitators with the children only completing the activity contained on those pages.

➤ **ELEMENTARY: 1st to 5th GRADE**

Follow the Elementary Faith Formation (CCE) Weekly Lesson Schedule to determine which Unit (BIG IDEA) and Essential Question (EQ) is assigned weekly. The Weekly Lesson Schedule you should follow is found on the **left-hand side of your training folders with a digital copy also accessible on the catechist webpage at <https://stlaurence.org/the-catechist>.**

Be sure to review the relevant Lesson Plan outline *provided via email the week prior* and also located on the Catechist webpage. If you would like a hard copy of the weekly Lesson Plan outline for yourself, be sure to *request a copy before class time*. A hard copy will **not** be provided unless you specifically request it. The **weekly Lesson Plan outlines can also be accessed in the classroom by launching them from the Catechist webpage via the internet access instructions provided in each classroom (and on the Catechist webpage).**

Note: The focus for each EQ lesson is *not* the student textbook (which is considered only a *supplemental* resource) but rather the totality of experiences provided in class through the Lesson outline progression – i.e., the 6 “E’s”: *Engage, Explore, Essential Question/EQ, Explain, Extend and Evaluate. Pages in the learner texts have been correlated intentionally to support the relevant EQ, but may not always include an entire chapter. Other portions of a particular chapter may be included further into the curriculum as it pertains to another relevant EQ.*

When reviewing the EXPLORE and EVALUATE sections of the weekly Lesson Plan outlines, be sure to tailor these discussions to your audience – i.e., your grade-level learners. See

the CFLFF Learning Targets by grade-level (provided in the pocket on the left-hand side of your folders and also posted on the Catechist webpage) and focus on those concepts reflected in the underlying grade-level student text resources. Also, when choosing an activity in the EXTEND section of the Lesson Plan, be sure to mix it up each week to allow for different learning styles of your students – i.e., don't always choose the video option.

Each Unit (BIG IDEA) in the curriculum (except Unit 1 in the 2025-2026 formation year) has a review/evaluate for understanding session built into the schedule before moving on to the next Unit. In this context, “evaluate” does not mean a written test, but rather an activity that “assesses” or encourages a sharing of what the students have learned. This session can also be used as a “catch up” class to cover any material not previously covered or which needs to be repeated. We encourage you to use this format to go at a pace appropriate for your particular group of learners, allowing time for discussion and reflection on relevant topics in the Unit so that learners can connect what's discussed to their own lives and how Christ is present in it.

Note that the teaching team is responsible for conveying the content in the books to their learners, in whatever way makes sense for your class and children. This does not necessarily mean reading the passages out loud in class by going around the table. Look for ways to be creative in the way in which you deliver the content to your learners.

- **MATERIALS/SUPPLIES:** Student texts belong to the learners, but must remain in the classroom for weekly use until the end of CCE in late April/early May. These are found and labelled by Class (i.e. - 1J, 3S, 5K, etc.) and Catechist names in the “CCE” cabinets of the upstairs classrooms or in the metal cabinet in the “CCE” closet in the 100-level rooms. Note that in the 100-level rooms, a single closet is shared between 2 connecting classrooms, so please **be sure to find and use the supplies/books for your designated class which are assigned to you.** These closets are accessible with a key hanging on the wall near the door. **Please be sure to lock these closet doors in the 100-level classrooms at the end of CCE.**

Other supplies can be found in the “CCE” drawers/cabinets upstairs and the “CCE” closet downstairs. Please refer to the *Catechist Handbook* on the Catechist webpage for a listing of supplies provided. You are welcome to grab any other supplies you need each week from the FF Workroom.

Special Note to those using the 100-level rooms: These classrooms are used and stocked by the SL Weekday Children's Program which is *not* affiliated with CCE. **Supplies and resources in these classrooms are *not* at your disposable except those items stored in the “CCE” closet.** Please be sure to not use or disrupt any of the supplies, toys, manipulatives, etc. that you (or the children) may find in these classrooms. If you find it difficult to redirect the children from some of the toys and manipulatives in these classrooms, please consider arriving early and covering key areas that may be a temptation with plastic tablecloths. Be sure to ask a staff member if you need some coverings – we got you. As good stewards of these classrooms, please sure that they are put back in

their original condition, reading to receive the WCP learners the next morning. Thanks for your help in this!

- **STUDENT ATTENDANCE:** Carefully take attendance for an accurate record each week. This is especially important for children concurrently preparing for sacraments. **Be sure to mark all students either present (“P”) or absent (“A”) for each session.**

Use the back side of the class attendance sheet (noted with a sticker) at dismissal for the parents to initial receipt of their child. Only an adult, parent or other designated guardian (submitted in writing beforehand), may sign a child out.

Each week, make note of learners who are absent and pull the corresponding lesson materials from their student text to give the parents the following week for make-up. Be sure to refer the parents to the [Student Make-Up Work Instructions](#) on the Catechist webpage of the St. Laurence website on how to obtain credit for work completed at home (i.e., an “A” will be changed to an “M” for makeup). Also refer them to the missed Weekly Lesson Plan outline. No more than five (5) absences can be made up for credit in this way. **You are not responsible for tracking down parents to have their learners turn in makeup work. That responsibility lies with the parents. You are merely expected to offer the materials and suggest that the child make up any missed content.**

Should you have a child absent for more than 2 weeks in a row, please notify a staff member so that we can follow up with the family. Since we do not post attendance every week, your notification to us is important if you have concerns about a child or their family.

PLEASE DO NOT take home your class attendance sheet, but rather leave it in your class bin weekly. Thanks!

- **DISMISSAL:** If a child has not been picked up from class in a timely manner (i.e., within 15 minutes of the session end time), they should be brought to a staff member (Joan or Molly) in the AMC lobby for pickup near the front reception desk. Be sure to also leave your class attendance sheet with the staff member for parent sign-out. The attendance sheet will be placed back into your class bin once the authorized adult has picked up the student.

Only a parent or another adult (authorized in writing *beforehand*) can pick up a child. Please leave any such authorizations in your CLASS BIN, so it is readily available to anyone responsible for checking the children out. Note that siblings are not allowed to pick up an Elementary child and children are not allowed to leave their classrooms to re-connect somewhere else in the AMC (or in the parking lot) with their parents, including children of parent volunteers.

If you have another volunteer’s child in your class, be sure to work out with the parent volunteer *beforehand* how the child will be handed off/signed out at the end of CCE. Children are not allowed to leave your care and ‘go find’ their parents in the AMC. Most times, it just makes sense to bring them to a staff member in the AMC Lobby, along with your attendance sheet, for the parent to connect with.

- **INSTRUCTIONS FOR ACCESSING THE INTERNET IN CLASS:** Written instructions and a controller keyboard, are located in each of the upstairs classrooms in one of the “CCE” drawers, and also on the three (3) TV carts in the “CCE” closets (100-level classrooms). These instructions are also located on the Catechist webpage noted above. If you need help, ask a staff member for assistance with setting this up in your classroom. When we kick off the year, tech help will be available at the beginning of CCE by our IT staff. Don’t hesitate asking them for some assistance. Be reminded that at certain times, there may be more classes in session than the number of TV carts (i.e., 3) available in the 100-level classrooms. Be sure to coordinate use with your neighboring catechists or a staff member.
- **NEED HELP?** Please never leave your classroom unattended – be sure to use the black call button on the stainless-steel plate mounted on your classroom wall (near the door) to request that the receptionist send a staff member to your classroom.
- **Elevator use in the AMC is reserved for those who have a physical-limitation or an injury that prevents them from using the stairs.** Please do not take your students up the elevator, unless they are injured or have a physical impairment. Only then have one adult and perhaps a couple of other student helpers go with the child. As a volunteer, do not ride alone with a learner in the elevator.
- **If you have (your own) middle-school aged school child coming with you to CCE on Wednesday evenings,** note that **they cannot be left alone in any of the public areas of the AMC (i.e., the café, library, Oratory, etc.) or allowed to roam the AMC unattended as you implement your weekly lesson.** This is for their protection and accountability for them in the event of an emergency. Providing your child will not cause a distraction to your learners in class, consider inviting them to remain in your classroom, where they can quietly complete homework or serve as an unofficial class helper. **Note that the AMC Library will no longer be supervised by a staff member to supervise unattended youth or children during CCE times.**
- **Restroom Usage:** The bathrooms in the secured CCE hallways upstairs and between the classrooms in the 100-level classrooms are reserved for the *child participants of CCE*. As an adult, please **do not** use these bathrooms as this would result in a safe environment breach. This is for the children’s protection as well as your own to not share these spaces.
 - **Adults on the second floor are invited to use the facilities off of the courtyard lobby area, next to the elevator.** This will require you coming out of the secured CCE Hallways. A hallway monitor or staff member can let you back in. **Be sure your class has at least one other adult present to monitor your learners before excusing yourself.**
 - **Adults in the 100-level classrooms** are invited to use the first-floor public restrooms in the AMC Lobby near the reception area, and return through the secured hallway door. If a hallway monitor is not present, ask the receptionist or a staff member to allow you back in. **Be sure your class has at least one other adult present to monitor your learners before excusing yourself.**
 - **After the secured CCE Hallways on the second floor (Grades 2-5) have automatically unlocked (i.e., 7:10p on Tuesdays and 6:25p on Wednesdays) prior to the end of each CCE session, please DO NOT allow the learners in your class to use the bathrooms any longer,**

but rather wait until they are signed out by their parents. Once the hallways unlock many adults (parents) will be in the hallways and oftentimes use the facilities. Again, this is to maintain Safe Environment protocols.

- **Be sure to review and return the items under the yellow page in the right-hand pocket of your folder by the second week CCE.**

These include:

- *An Acknowledgement of the St. Laurence Elementary Faith Formation Catechist/Class Facilitator Handbook*

Be sure to read through the handbook in its entirety online at

<https://files.ecatholic.com/2581/documents/2025/7/CATECHIST%20HANDBOOK%202025%20K%20-5-3.pdf?t=1753368546000> , then sign and return the acknowledgement.

Please be sure to pay special attention to the *Role of a Catechist* on Pages 2-5, *The Faith Formation Mission Statement* on Pages 5-6 and the *St. Laurence Faith Formation Communications Guidelines* on Page 16.

This handbook explains EVERYTHING you need to know procedurally, etc. and is an invaluable resource for you to refer back to moving forward if something does not make sense. It's OK if you have questions. Some of what we have covered at the training will not make sense until you are in the classroom for a bit. If you can't find the answer you need in the Handbook, please ask a staff member.

- A completed *Health & Safety (HSE) Policy Quiz* – read the HSE policies online on the Catechist webpage first at <https://files.ecatholic.com/2581/documents/2025/7/Health%20Safety%20and%20Environment%202025-26%201-2.pdf?t=1753368582000> and then complete the HSE Policy Quiz provided in your folder. No worries! This is an open-book quiz. The Quiz can also be found on the Catechist webpage at <https://files.ecatholic.com/2581/documents/2025/7/HSE%20Response%20Form%202025-26%201.pdf?t=1753370894000> . Be sure to retain a copy of the HSE policies with you while on campus (there's also one in your class bin!) so that you have ready access to the safety instructions in the event of an emergency.
- **(Minors only)** A completed *Parental/Guardian Consent Form & Liability Waiver* (acknowledged by a parent/guardian) – provided in your packet

Questions? Contact a staff member.

THANK YOU for your loving service to the children of St. Laurence!