

Catechist Responsibilities 2025-2026

Catechists are responsible for the following:

Faith Formation:

☐ **Attending Mass Weekly**

- Catechists are first and foremost responsible for the formation of themselves through weekly mass attendance and frequent reception of the sacraments.
- Each catechist is asked to pray for their students as well as their parents every week.

☐ **Planning and implementing a lesson plan each week.**

- 1st-6th grade catechists will use their Parish Catechetical Manual to plan out their year so that all chapters in the student textbook are covered by the end of the RE year. Most of the chapters will be able to be covered in class. However, due to holidays, some chapters may have to be assigned as reading assignments for the child to complete with their parent at home.
- 1st-6th grade catechists will need to take time PRIOR TO CLASS to read over the material in their Parish Catechetical Manual each week and plan out the flow of their upcoming in person lesson so as to pace themselves appropriately to cover the assigned chapters for that particular week's lesson.
- If a catechist knows that they will not be present for a class they are still responsible for communicating with the sub about the points that need to be covered as well as the activity pages/quiz that they want to be completed in class or at home. The children do rely on you to "show up" or send someone in your place so that they feel like their time matters. So please plan to be there as much as possible.

☐ **Assigning Homework**

- 1st-6th grade students will be assigned at least 1 activity page in their Student Activity Book per chapter that they read. Some PCM "lessons" cover 2 chapters in the student book, so that means that the kids will have at least 2 activity pages to complete per week.
- 1st-6th grade students have quizzes available to complete with their parents at home each week from the chapters that were covered in the student textbook if the catechist so chooses.
- Catechists will be responsible for emailing me by Saturday night whatever needs to be printed if you are not printing from home. I'm happy to print whatever you need on Sunday.
- Special rewards, treats and incentives for those students who complete their homework each week can be given. Please brainstorm some consistent possibilities. We do have money in the budget to cover these minor expenses.

Weekly Communication:

☐ **Communicating with Parents Each Week**

- Catechists will be asked to establish a weekly form of communication via GroupMe. I will set these up. Catechists will use this each week to contact their parents following class with a summary of what took place in class on that week's Sunday. This summary should also include chapters covered and anything that the parents need to review for or know about the upcoming class.

- If a student is absent from class, parents can use the weekly post to catch the student up before the next class on what they missed. When the child returns to class, please verbally follow up with this child so that they know that their absence doesn't go unnoticed and their presence in class matters.

☐ **Communicating with the PCL**

- Catechists are asked to respond to texts and emails from the PCL in a timely manner, and the PCL will do the same!
- Please contact the PCL if there are any discipline issues in your class that are not able to be resolved after contacting the parent. Please make sure to include the PCL on all communication with the parent.

☐ **Communication with the Classroom Teacher**

- Catechists are expected to email the St. Ignatius teacher whose classroom they are using at the beginning of the RE year to establish a line of open communication.
- If there is an issue in the classroom that the St. Ignatius teacher needs to address, catechists are expected to copy the PCL on the communication and let the teacher know.
- If the teacher sends an email to the catechist, catechists are expected to share that communication with the PCL so the issues can be addressed immediately.

Weekly Class Attendance:

☐ **Catechist arrival/dismissal**

- Catechists are expected to arrive with enough time to go to their classrooms to drop off any materials needed and to set up their classroom for class prior to 3:43.
- Catechists are expected to be present for catechist prayer at 3:45 in the carpool zone before welcoming children for their classes.
- After class is over, catechists are asked to walk students down to carpool and wait with them until they are picked up.
- Catechists are expected to leave their classroom exactly how it was when they arrived. (if not better). Catechists are asked to return all supplies to the designated area inside the teacher's classroom and to turn off all computers/ boards and lights before leaving for the evening.
- Catechists are responsible for making sure information on the attendance sheet is accurate before leaving for the day. All attendance folders are to be returned to the attendance folder basket located in the drop off area before leavening.
- The PCL is required to lock up all rooms before leaving.

☐ **Dress Attire:**

- Father Shields has requested that the catechists dress appropriately and professionally for class.
- Boys/Men: slacks and polo/button down; other Mass appropriate attire.
- Girls/Woman: Skirts, dresses (appropriate length) or slacks/nice jeans and dress top; Please no spaghetti strap or low cut or no back shirts; no workout wear.

☐ **Catechist Absences**

- Catechists are expected to be present at every class unless prior notice has been given.
- Catechists are asked to let the PCL know if they are unable to attend a Faith Formation Sunday. The PCL can assist in making sub arrangements as needed.
- The catechist will be responsible for writing out a sub plan and dictating what the sub will need to do for the class.
- Please let the PCL know if help is needed securing a sub and what materials will be needed for the sub to cover the class.

☐ **St. Ignatius RE Baby Sitter's Club**

- This organization is made up of volunteer St. Ignatius students as well as McGill-Toolen Catholic High School Students who provide complimentary childcare for service hours each week 3:30-5:15 for those catechists who need it for baby-Kindergarten age.
- Catechists taking advantage of this service are required to send the materials needed for their children marked with their names in a bag. Items needed include diapers,wipes, sippy cup, snacks and a change of clothes just in case.
- Catechists will be asked to leave their contact information for the babysitters and their classroom location before dropping off their child.
- Please let the PCL know if you will be needing this service.

Catechist Materials and Supplies:

☐ **Catechist Materials:**

- All catechists will receive a Catechist folder, Parish Catechist Manual, and attendance folder.
- PCMs will be handed out at the kickoff catechist meeting and returned on the last class May, 17th
- Black catechist folders will be given to each catechist on the first day of class. Catechists are asked to bring this to every class and turn it in at the end of the year at our final catechist meeting. Catechist folders will include year of FFS dates, class lists, copy of the attendance sheet.
- Colored Class Attendance folder will be given to each catechist at catechist prayer. Each catechist is asked to take attendance and make sure the attendance is correct before turning it back into the attendance folder bin in the carpool pickup area.
- Handouts will be placed in the catechist attendance folder each week to be sent home.
- Any additional supplies needed for class must be asked for in advance. The PCL is responsible for making sure the catechist has scissors, markers, colored pencils, etc. for the class with prior notice.
- If a catechist wishes to purchase any other supplies, please check with PCL before doing so to make sure we do not already have the item and it is within the budget (if asking for reimbursement).
- Do not use the materials in the classroom space we are occupying without permission from the classroom's teacher!

Additional Information:

☐ **Class Specifics**

- Student Drop-off 3:45-3:55 Middle School Building-Gym perimeter
- Student Pickup 5:00-5:15 Middle School Building-Gym perimeter
- Class will occur 4-5PM. Please do not dismiss early.
- As long as students are engaged in the lesson, please feel free to have class outside.
- Due to class only being an hour, please refrain from playing during the allotted time for RE classtime.
- Student attendance: It is encouraged that all students attend every Faith Formation Sunday as to get the most out of their formation experience.

☐ **Faith Formation Sunday Class Dates:**

- Sunday, September 7th, 14th, 21st, 28th
- Sunday, October 5th, 12th, 19th, 26th
- Sunday, November 2nd, 9th, 16th
- Sunday, December 7th and 14th
- Sunday, January 11th, 25th
- Sunday, February 1st, 8th, 15th, 22nd
- Sunday, March 15th, 22nd, 29th
- Sunday, April 5th, April 12th, April 26th
- Sunday May 12th, May 17th

☐ **Student Text book/Supplies**

- Each student will be given a folder, textbook, and student activity book. * Each week, students will be responsible for bringing home their RE bag which contains the student textbook, student activity book, folder, and pencil. Extra pencils will be in the classroom.
- RE bags are expected to be packed and brought back to class each week. Catechists are asked to encourage parents to assist keeping up with these items.

☐ **First Class Kick-Off and Blessing of Families**

- All catechists and PCLs are expected to meet for group prayer and reminders at 3:25 in the gym.
- At 3:30, all catechists will be spread out in the gym to greet kids as they arrive.
- Parents will be instructed to bring their child to the catechist to check in and grab the RE bag before sitting in the pew with their classmates. Parents will then be instructed to be seated in the bleachers for the kick-off and post meeting.
- Fr. Shields will bless all catechists, children, and parents, and catechists will exit with their classes to their assigned classroom.
- Parents will stay for the meeting that follows. Pickup will be 5 in the carpool line that will run along the middle school-gym perimeter.

Thank you so much for saying “YES!” to God’s call to catechize the hearts and minds of the children in our parish. Let us remember that we are called to be men and women of faith who model through both our words and deeds, in such a way, that those entrusted to our care, are drawn closer to Christ.

Ad maiorem Dei gloriam