

§1200 TRAINING AND FORMATION OF CATECHETICAL STAFF

"...the individual [director or coordinator] is responsible for overall direction of the parish's catechetical programs. This includes working with the pastor, other ministries and appropriate committees, boards, or councils involved in setting policy and planning; designing catechetical programs; assisting in liturgical planning; conducting sacramental preparation workshops; and providing opportunities for staff development." (NCD, #214)

1201.1. Policy The Director of Religious Education shall be responsible to the pastor for insuring that there be training and formation of the catechetical staff in accord with the policies and procedures of the Archdiocese, the Office for Catechesis and the Office of Catholic Schools.

Procedures

- a) The Parish Director of Religious Education conducts and/or supervises the formation of parish catechists according to *Fostering Faith/Fomentando La Fe: Archdiocesan Process for Catechist Formation and Certification*. These guidelines are available from the Office for Catechesis.
- b) The DRE keeps records of each parish catechist's progress toward certification in the catechist's personnel file.
- c) When a parish catechist transfers to a new parish, the DRE, upon written request of the catechist, provides a photocopy of the catechist certification record for the catechist's file in the new parish.
- d) The DRE and principal will work collaboratively to carry out their respective responsibilities in the training and formation of the catechetical staff.