

## CATECHETICAL FORMATION

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### School Minister Catechetical Formation Policy

#### I. POLICY

A Catholic school educator is expected to complete 15 hours of catechetical formation each year, including a retreat (which can be one six-hour or two three-hour retreats). The course of study should include topics from any of the four pillars of the *Catechism of the Catholic Church* along with scripture. The local implementation of this policy is the responsibility of the local school pastor/pastoral delegate.

#### II. IMPLEMENTATION

##### A. Pastor/Pastoral Delegate Responsibilities:

- Determining topics of formation on annual basis in consultation with the Principal and/or Director of Faith Formation.
  - In a multi-parish setting the pastoral delegate, will facilitate a discussion with other supporting pastor to determine the years' priorities for the catechetical formation of their school staff.
  - Pastor/Pastoral delegate annually submits the written plan to the Diocesan Office of Catholic Schools.

##### B. Superintendent's Responsibilities:

- Follows up with the Pastor/Pastoral delegate ensuring a plan is in place.
- Monitors throughout the year the plan is being implemented.
- Ensures each school has completed their plan and that proper reporting is received at the diocesan office.

##### C. Principal's Responsibilities:

- Meets with the pastor/pastoral delegate to develop plan.
- Ensure implementation of the plan at the local level.
- Provide proper reporting to pastor/pastoral delegate and diocesan office.
- Maintain file of catechist formation for each active Catholic school educator (permanent personnel file).

##### D. Teacher's Responsibility:

- Participate in the plan as written.

#### III. REPORTS

##### A. Written Plan

- Utilize *School Minister Catechetical Formation Annual Plan* form.
- Due to diocese October 1<sup>st</sup> of that school year.

##### B. Reporting to the Diocese

- Utilize *School Minister Catechetical Formation Summary Report*
- Due to diocese by May 15<sup>th</sup> of that school year.

##### C. Personnel File Report

- Utilize *School Minister Catechetical Formation Report* form
- Place in employee individual personnel files by April 30<sup>th</sup>