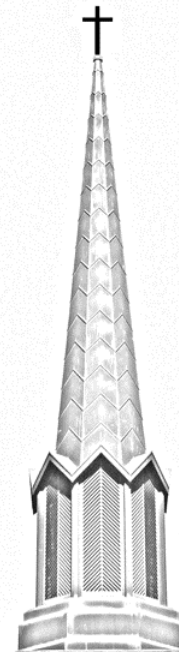


# **2021 - 2022**

# **Catechist**

# **Handbook**



St. Alphonsus Liguori Catholic Church  
1870 W. Oak Street  
Zionsville, IN 46077

**ST. ALPHONSUS LIGUORI**  
Religious Education

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**Please Note:** All our catechists are required to complete online Safe Environment training and a background check before working with children:  
[www.dol-in.org/online-safe-environment-training](http://www.dol-in.org/online-safe-environment-training).

Students in our RE program are also offered a Safe Environment curriculum provided by the diocese to keep them safe in social environments.

## Weather



During the winter months, should there be a winter weather concern, please check our parish website homepage one hour before class time. [www.zionsvillecatholic.com](http://www.zionsvillecatholic.com)

Our RE classes follow the Zionsville Public School system weather cancellation protocols. If ZPS classes are canceled due to weather, there will be no religious education classes taking place on our campus.

## End of the Year



- Return your catechist manual to the cart in the workroom
- Place your year-end attendance sheet in Coordinator's inbox in workroom.
- Students are to take home their book on the last day of class. If a child does not attend this class, please stack any remaining books on the floor by the trash can to be recycled.

## Classroom Parties



Classroom parties are up to catechist's discretion.

- Be mindful of allergies
- Please tidy up the room after any parties as other groups may use the room after religious education classes.
- Please make treats during class equitable for all students.

## **Catechist Absence**



If you are ill or unable to teach for any reason, please contact a sub or the RE Coordinator to help find a sub. All subs must complete Safe Environment training and a background check.

*Please encourage parents to do this to enhance the sub list:*

[www.dol-in.org/online-safe-environment-training](http://www.dol-in.org/online-safe-environment-training).

As a very last option, arrangements can be made for the Principal to sub for your class. Please email the RE Coordinator as early as possible if this arrangement is necessary.

## **Classroom Protocol**



Take attendance at the beginning of each class. Mark absences on the green sheet and put it in the clip outside your door for Principal pickup.

**Discipline** – If a child is disruptive during class, one warning will be given to stop the behavior. If the student continues to be disruptive, he/she will sit with the Principal for the remainder of the class session. If the behavior continues during the next session, catechist will contact the parent. If behavior still does not change, alert the RE Coordinator.

## **Attendance Consistency**



RE students are expected to attend a minimum of 70% of scheduled classes. If a child falls below 70%, they will receive a warning letter. If a child finishes the year below 70%

attendance, they will not receive credit for the year.

Should families have questions about this procedure or if they have encountered an unusual circumstance preventing their child from attending class regularly, please contact the

RE Coordinator at 317-873-2885 ext. 410.



Welcome & Thank you!

Welcome to the Religious Education ministry at St. Alphonsus Liguori Church. Thank you for choosing to volunteer in this ministry.

We all are busy with our day-to-day lives, so it is a blessing to have you work within this ministry.

We want this to be a true ministry for you as well so we will provide as much support as available to ensure that you find success in your catechesis.

If you have any questions or requests, please contact [recoordinator@zionsvillecatholic.com](mailto:recoordinator@zionsvillecatholic.com) or call 317-873-2885 x410.

## **First of the Year**



**The following items will be available to you as you teach religious education:**

- Your Catechist Teaching Manual and Handbook
- A dated teaching curriculum for the year
- Attendance sheet
- Student/class list along with parent emails, allergies, medical conditions
- A class kit containing (pencils, crayons, etc.) located in the hallway closet
- If doing a project, additional items are available in the workroom in totes
- Contact the RE Coordinator for supply refills
- Construction paper
- A printer is in the workroom. Plan your printing needs in advance. Remember: the workroom is open during **all** classes for your use.

### **Beginning of the year preparation:**

- Ensure that your online background check and Safe Environment training are up to date.
- Email your students' parents to introduce yourself, as well as to see who would be interested in subbing should you need one during the year. Once you receive the interested sub names, please forward those to the RE Coordinator.
- Ask parents to confirm any allergies or medical conditions. Compare these with your student lists and notify RE Coordinator with changes.

## **Student Allergies and Illness**



You will be given a student list at the beginning of the year that will include medical conditions and allergies. Please double check with your students (or parents of students) to make sure parish records are complete. If you find an error, or if a new medical condition is brought to your attention, please contact the RE Coordinator at [recoordinator@zionsvillecatholic.com](mailto:recoordinator@zionsvillecatholic.com), so she may update the Parish Office system.

**Diabetic** – Should a child need to check their glucose level during their RE session, they have the approval to excuse themselves from the classroom and go out to the Principal's area. The child will check their level and if need be, contact their parent via cell phone.

- If the child does not have a cell phone, the Principal will contact the parent.
- It is always a good idea to approve snacks with child's parent.
- Give all snacks at the end of class so the student can adjust their insulin level if needed.

**Allergies** – Please be mindful that snacks served during class time do not put any of your students at risk.

**Medical Conditions** – Should special arrangements need to be made for any medical condition, please alert the RE Coordinator. We strive to make learning experiences positive and comfortable for all families.