



Suggested Content for Catechist Handbook

The handbook explains the role and responsibilities of the catechist, program policies and procedures, and other necessary information. The handbook should be reviewed and updated annually. The catechist should sign an acknowledgement form indicating he/she has received and read the handbook, and agrees to carry out its directives.

Mission and Vision

Welcome letter
Parish mission statement
Program philosophy

Parish or Cluster Information

Address, phone, website
Staff directory, emails, office hours

Program Information

Calendar of classes, activities
Archdiocesan curriculum guidelines
Program curriculum
Floor Plan - classrooms, restrooms, exits

Support and Services for Catechists

Orientation, catechist meetings
Supplies and resources
Assistants, co-teachers, substitutes
Compensation (if any)
Formation opportunities & certification

Expectations of Catechists

Role and responsibilities
Preparation for class
Attendance, meetings, events
Classroom management
Dress code
Participation in liturgy and parish life
Archdiocesan code of ethical standards

Procedures for Catechists

Arrival, check-in, set-up
Lesson planning
Recordkeeping, attendance
Arranging a substitute
Classroom environment
Room-sharing with school

Prayer with students
Reserving equipment, resources, supplies
Use of media, technology
Copies, copyright
Guests, speakers
Reimbursement for expenses
Food, drink in class
Activities outside classroom or classtime
Communication with parents, with students
Confidentiality & privacy issues

Program Policies

Attendance
Arrival and dismissal
Participant books, materials
Photos, video
Behavior expectations & discipline
Parental rights – custodial, non-custodial
Cancellation due to weather
Cell phone policy

Safety

Safe environment requirements
Mandatory reporting
Social media policy
Supervision of students
Building security
Emergency procedures
Fire, intruder, tornado procedures
First aid, injury response, report

Forms

Volunteer agreement
Catechist information form
Catechist certification record
Sample parental permission form
Handbook acknowledgement Form