



Preliminary CATECHIST and ADULT VOLUNTEER APPLICATION



Immaculate Conception-Assumption Parish Religious Education Program

53 Winter Hill Road, Tuckahoe, NY 10707
Rectory 961-3643 RE Office 961-1076 Email: sr.cora@icc-coa.org

CONTACT INFORMATION

Name, Address, City, State, Zip Code, Work Phone, Occupation, Birthday, Cell Phone, Home Phone

WHO SHOULD WE CONTACT IN AN EMERGENCY?

Name, Phone, Physician, Phone

MEDICAL INFORMATION

I have ,, (food allergies, Health concerns that we should be aware of: asthma, diabetes, epilepsy, etc.: or physical challenge, etc.) If yes, please explain *

SACRAMENTAL INFORMATION

Church Sacraments Were Received: Baptism, Eucharist, Confirmation, Marriage, Are you a Catholic in good standing?

CONTINUING RELIGIOUS FORMATION

Yes/No Year Do you have Level 1 Certification? Yes/No Year Do you have Level 2 Certification? Yes/No Will you work for certification as a Catechist?

SAFER SPACES VIDEO ... Required by the Archdiocese of New York!

I watched the video. List date. I need to watch the video.

BACKGROUND CHECK

I've submitted a Background Check. (Year) I need to submit a Background Check.

GRADES I'VE WORKED WITH Primary Intermediate 7th-8th

Survey

Which sessions could you teach? Your 1st choice is # 1, and so on.

Wed 4:15 PM Session, 6:45 PM Session, Sun 8:30-9:45 AM Session, 10:30-11:45 AM Session, Tues 4:15 PM Session, 6:45 PM Session, Thurs 4:15 PM Session, 6:45 PM Session

Staff Meetings

When would be the best time to have a staff meeting or in-servicing?

Sat after 8:30 AM Mass, Sun after Noon Mass, Other

Talents I want to share!

Arts and Crafts, Secretarial Work, Hospitality on Occasion, Games/Activities children, Other

Please write on the back.

Educational Background

Where did you go to school? Where did you go to High School?

Application to be Catechist or Assistant Catechist

_____ *For Catechist Parish:* _____

_____ *For Assistant Catechist Vicariate:* _____

Name _____ E-Mail _____

Address _____

City _____ State _____ Zip _____

Telephone:

Home _____

Cell _____

Business _____

Present Employment _____

Are you a Catholic in good standing? _____ Yes _____ No

If no, explain:

Reception of the Sacrament of Confirmation: Date Received _____

Parish where Confirmation was received _____

How many years have you been a member of this parish? _____

If less than a year, give name and address of former parish:

Are you 18 years of age or older? _____ Yes _____ No

Why are you applying to be a Catechist in this parish? (*Answer on back.*)

Catechetical Background

How many years have you been a Catechist? _____

Grade Levels Taught _____

Last parish where you served as a Catechist:

Name _____

Address _____

Note: Your former parish will be asked for a statement regarding your ministry.

Are you certified in Catechist Formation level 1? ____ Yes ____ No

If yes: Year _____ Diocese _____

Are you certified in Catechist Formation level 2? ____ Yes ____ No

If yes: Year _____ Diocese _____

List any volunteer projects you have taken part in during the past five years.

List special skills and talents you have (e.g. musical, artistic, clerical):

Religious Educational Background

Check (✓) where you received your religious education.

Elementary School: Catholic School _____ Religious Ed. Program _____

High School: Catholic School _____ Religious Ed. Program _____

College: Catholic School _____ Number of Theology Credits _____

Graduate Studies Catholic Institution _____ Number of Theology Credits _____

Adult Religious Education Courses, Workshops, Seminars attended:

Topic Number of Hours

Educational Background

_____ Completed Elementary School

_____ Completed High School

Graduated from College:

Major _____ Name of College _____

_____ Attended College but did not graduate. Number of years attended _____

Other Studies along with length of time spent :

References

Give two character references from people, preferably an employer, or supervisor, who have known you for 2 or more years.

Name _____ **Relationship** _____

Address _____

Phone _____ Email _____

Name _____ **Relationship** _____

Address _____

Phone _____ Email _____

Please note: these persons will be contacted by the Parish.

Note: The Director/ Coordinator will provide to applicant a copy of the Catechist Job Description and the Catechist Handbook.

Safe Environment

If the answers to any of the following questions are “yes”, please explain on the *Termination Information Form*:

Have you ever been convicted of any criminal offense? Yes _____ No _____

Have you ever had your volunteer or paid services terminated at the initiative of any parish, school or agency? Yes _____ No _____

If yes, give explanation on *Termination Information*.

Has a civil or criminal complaint ever been filed against you alleging child neglect or abuse of any kind? _____

Have you ever been terminated or disciplined in your employment for reasons relating to allegations of physical abuse or sexual misconduct by you? _____

Have you ever been accused of or investigated for an act of sexual abuse or harassment of any kind? _____

I hereby certify that the information I have provided in this application and any attached documents, is complete, true and correct to the best of my knowledge. I also agree that if any event occurs that would change the answers given above, I will report that immediately to my supervisor.

I understand that it is my responsibility to comply fully with the Safe Environment Requirements of the Archdiocese of New York within 45 days of commencing my service with an Archdiocesan institution. I understand that these requirements include submitting to a background check and completing the appropriate Safe Environment Training Program.

I also understand that full compliance with these requirements is a condition of any volunteer service or employment with an Archdiocesan institution that involves regular contact with minors, and that failure to comply will result in my being barred from any contact with minors in any Archdiocesan institution.

I further acknowledge that I have received the Summary of the Archdiocese of New York’s Policy on Sexual Misconduct and the Code of Conduct. I understand their meaning, and agree to conduct myself in accordance with their terms. I acknowledge that the policy is not intended to create any contractual obligations, express or implied, on the part of the Archdiocese of New York or its affiliated entities.

Signature of Applicant Date

Termination Information (Application for Catechist & Assistant Catechist)

Confidential Information

Parish _____

Applicant _____

Explanation of previous services termination:

Explanation of conviction for criminal offense:

Signature of Applicant Date

Signature of Pastor Date

Catechist's Emergency Medical Information

Confidential Information to be kept in Catechist file in sealed envelope and opened ONLY in case of emergency

Name of Catechist _____

Home Address _____

Name of Person to be contacted in emergency: _____

2 phone numbers: _____

Name of Physician to be contacted _____

Physician's Phone Number _____

Chronic conditions that might affect treatment (e.g. diabetes)

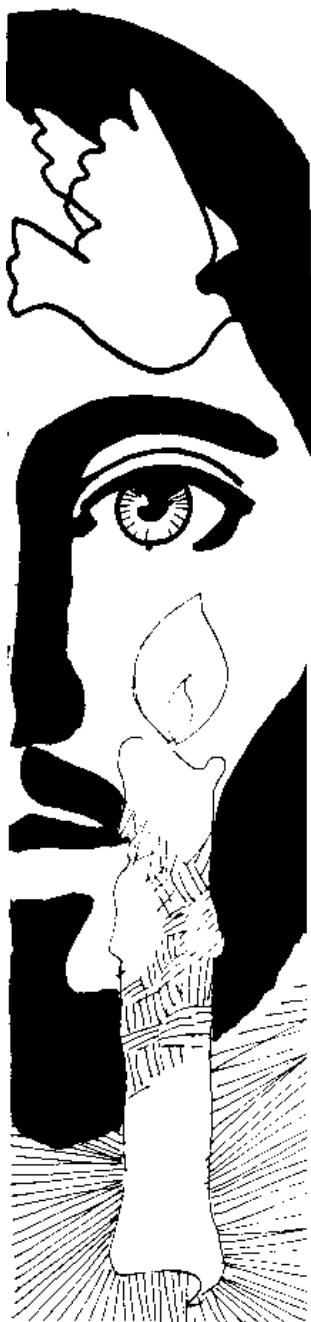
Are you on medication that might affect treatment? _____ Yes _____ No

If yes, name medications and give dosage.

Specify any allergies to medications or other

Is there anything else an EMT or physician would need to know about you?

CATECHIST'S MAIN GOAL: TO KNOW AND LOVE CHRIST! TO HELP OTHERS TO KNOW AND LOVE CHRIST!



The **SIX FUNDAMENTAL TASKS OF CATECHESIS**,
based on the *General Directory for Catechesis*
ANSWERS these questions:

- 1. WHO IS JESUS CHRIST? WHAT IS HE ALL ABOUT?**
The results: Promote Knowledge of the Faith
Through Scripture, Creed and Tradition
- 2. HOW DOES JESUS CHRIST ACT IN OUR LIVES?**
The results: Liturgical Education
Focusing on the Mass and the Sacraments
- 3. HOW DOES A DISCIPLE OF CHRIST JESUS LIVE?**
The results: Moral Formation
Focusing on the Commandments,
the Beatitudes and our Behavior
- 4. HOW DOES A DISCIPLE SPEAK TO THE LORD?**
HOW DOES A DISCIPLE LISTEN TO THE LORD?
The results: Teaching Others to Pray
- 5. HOW DO WE, CHRIST'S DISCIPLES, RELATE TO ONE ANOTHER?**
The results: Education for Community Life
Focusing on "being Church."
- 6. HOW DO WE INTRODUCE OTHERS TO THE CHRIST WE KNOW AND LOVE?**
The results: Missionary Initiation
Focusing on spreading the Gospel

Preferential Option for the Poor

Outreach to the elderly and those in need.

The Ministry of Catechesis

CATECHIST'S MAIN GOAL:

HELP CHILDREN TO KNOW AND LOVE CHRIST!

The **SIX FUNDAMENTAL TASKS OF CATECHESIS** based on the *General Directory for Catechesis*:

1. Promote Knowledge of the Faith

- Through Scripture, Creed and Tradition
- Who is Jesus Christ?
- What is He all about?

2. Liturgical Education

- Focus on the Mass and the Sacraments
- How does Christ act in our lives?

3. Moral Formation

- Focus on the Commandments, the Beatitudes and our Behavior
- How does a disciple of Christ live?

4. Teaching to Pray

- How does a disciple speak to the Lord?
- How does a disciple listen to the Lord?

5. Education for Community Life

- Focus on “being Church.”
- How do we, Christ’s disciples, relate to one another?

6. Missionary Initiation

- Focus on spreading the Gospel
- How do we introduce others to the Christ we know and love?

Summarized by Rev. Sal Rosa
January 16, 2006

Ministry: Catechist

Supervisor: Director of Religious Education

Objectives:

- To help student deepen their relationship with Christ Jesus.
- To create an open and relaxed atmosphere whereby our Catholic faith and personal faith stories may be shared with students.
- To encourage students to see faith as lived experience, and not mere fact learning.
- To develop a feeling of community.

Responsibilities

- **MESSAGE:**
To proclaim Christ's message and pass on the Church's teachings
- **COMMUNITY:**
To foster and develop community.
- **WORSHIP:**
To lead people to personal and liturgical prayer.
- **SERVICE:**
To motivate people to serve those in need and to work for a just, peaceful world.
- **TIME:**
To give a minimum of two hours a week to the program.
- **MEETINGS:**
Attend periodic staff meetings to discuss and evaluate the catechetical program.
Attend level meetings.
Attend social events, days / evenings of spiritual enrichment.
- **PROJECTS:**
Work on special projects like: Reconciliation, Eucharist, Baptism, Shut-in Dinners, and Prayer Services.

Qualifications

- A practicing Catholic who loves and shares the faith.
- Sense of humor.
- Effective listening and communication skills.
- Enjoyment of children and young people for who they are.
- Be a people person, that is, like people.
- Be committed, flexible, and assertive.

- Enjoy a personal challenge and be open to growth in personal faith and development.

Training and Preparation for Ministry

- On site supervision / training workshops.
- Financial aid for Diocesan courses.

Evaluation

Catechists are evaluated on a yearly basis.

Commitment

One to three years.