



New Catechist & Class Volunteer Application

Thank you for your interest! The faith and commitment of dedicated Catechists make the cornerstone of our program. I, Robin Harris, DRE, would like to meet with all first-time prospective catechists. When this completed application is received, you will be contacted for an appointment or you may reach me at rharris@smchurch.org 817-510-2726.

Name: _____ Spouse's Name: _____

Address: _____ Home Phone: _____

City/Zip: _____ Cell Phone: _____

Email: _____ Occupation: _____

**Phone number for class cancellation message: _____

Are you a certified catechist? YES ___ NO ___

I am volunteering to be a parish catechist as:

Teacher ___ Adult Aide ___ Teen Aide ___ Sub ___ Nursery ___

I am volunteering for the following grades and times:

Early Childhood: 3 yr old ___ 4yr old ___ 5yr old ___

Sacrament Prep: 1st Year ___ 2nd Year (Receiving 1st Reconciliation/1st Eucharist) ___

Elementary: 3rd Grade ___ 4th Grade ___ 5th Grade ___

Edge: 6th Grade ___ 7th Grade ___ 8th Grade ___ Meets on Wednesdays 6:30 – 8:00 pm

Teen Life - Yr I Confirmation ___ Yr 2 Confirmation Substitute ___ Meets on Sundays 6:30 – 8:00 pm

RCIA for Children ___ Meets on Sundays 9:00 – 11:30 am

Why do you want to be a Catechist? _____

Adult Photo Release Form: I hereby give permission for St. Michael the Archangel Parish and the Archdiocese of Fort Worth and any of its affiliated organizations to use my name and/or photograph for promotional, news, or public relations in print and/or electronic media.

Print Name: _____ Signature: _____

Date: _____

For Office Use: Date Received: _____ Interview Date: _____ Class Assigned: _____
Date Safe Environment Email Sent: _____ Date Safe Environment Completed: _____

Since it is a mandate of the Church that all Roman Catholics are entitled to on-going religious education, the role of the parish Catechist is particularly significant. Thus it is the responsibility of the Parish to assure you realize that by completing and signing this registration you are committing to:

- A) Give religious instruction to the children/youth/adults [**please circle correct age group**] in the parish
- B) Be a practicing Roman Catholic
 - 1. Are you a practicing Catholic? Y/N Are you in good standing? Y/N
 - 2. **Sacraments received:**

Baptism: Y/N First Eucharist: Y/N Confirmation: Y/N Matrimony: Y/N

The Catechists themselves are enriched in their faith as they generously give their time and talents to the parish. The parish has a responsibility for the religious education of its members. For this reason we ask Catechists to: **Continue to develop skills in imparting the faith as it comes to us through the teachings of the Church.**

Do you understand you are committing to:

- A) Attend Catechist formation sessions offered through the Parish and/or Diocese. Y/N
- B) Attend *the monthly catechist formation sessions offered on weeks with no RE/Youth class scheduled.*
- C) Seek Diocesan certification as a Catechist.

Are you willing to pursue continued Religious Education by working toward Diocesan Certification? _____ Or renewal _____ (60 hours of class time) Why or Why not?

- D) Complete this entire application
- E) Maintain current Safe Environment Certification and follow all diocesan and parish policies regarding protection of children and adults.
 - Have you completed the Safe Environment training? Y/N If so, are you current in training? Y/N
- F) Commit to on-going training, education and formation.
- G) Commit to following all parish and Diocesan guidelines and policies.
- H) Take seriously the witness you are to the parish, both to children and adults. Please Note: In accordance with Diocesan Policies

Is there any fact or circumstance in involving you that would call into question being involved in catechetical ministry? Y/N If “Yes” , please explain here or during interview. _____

• I certify that all information provided in this application is true and complete to the best of my knowledge. **I understand that any false information or omission may disqualify me from further consideration, and may result in my removal if discovered at a later date.**

Please answer the following:

Are you a registered member of St. Michael? Y/N

What is your profession? _____

If you have been in a teaching position, what grades/years taught? _____

Have you taught RE classes before? Y/N

- a. If so, where and how many years? _____ What grades? _____
Which age group do you prefer? _____

Have you had any type of Teacher/Catechist training? Y/N? If so, please list /describe your experiences:

Please attach a type list of any Catechist Certification you already have and/or classes, conferences, you have attended towards certification; and list any Catholic Bible Studies, retreats you have attended in the past 2 years (Please provide a copy of any class certificates).

Please list any other ministries with which you are involved: Within St. Michael's Parish: _____

Outside of St. Michael's Parish: _____

Disciplinary History

Have you ever had a disciplinary proceeding, been terminated from a position or asked to resign from a position due to your behavior with a minor? _____ Yes _____ No

Have you ever had your parental rights restricted, suspended or terminated? _____ Yes _____ No

Has a civil or criminal complaint ever been filed against you alleging physical or sexual abuse? _____ Yes _____ No

If you answered "YES" to any of the above questions please explain on a separate sheet of paper.

Applicant's Statement –THIS FORM MUST BE SIGNED AND DATED BELOW

- I certify that answers given herein are true and complete to the best of my knowledge.
- I understand that this is not an application for employment.
- I understand that I can withdraw from the application process at any time
- I authorize investigation by the Diocese of Fort Worth of all statements contained in this application for volunteer ministry as may be necessary in arriving at an acceptable decision.
- I understand that if I am accepted into a volunteer ministry position, then I may resign at any time and the Diocese may discharge me at time and for any or no reason.
- In the event of acceptance into volunteer ministry, I understand that false or misleading information given in my application or interview(s) may result in discharge.
- I understand, also, that I am required to abide by all rules and regulations of the Diocese of Fort Worth.

Signature of Applicant

Date

As part of the volunteer ministry application, you must also consent to Criminal Background Check evaluation. If you have not already done so, complete an Authorization for Release for Information form and submit it along with this application. After this application and background check are evaluated, an interview will be scheduled with the leader of your selected ministry. All volunteers participating in an official ministry in a parish/school are required to attend a Keeping Children and Youth Safe Session and agree in writing to abide by the Diocesan Code of Conduct & Behavior Standards for All Clergy, Religious and Lay Ministers.

Almost done! In order to complete your application we are required to follow up with 3 references.

Please provide all of the requested contact information (including the full mailing address and e-mail address). Please provide name and phone number of three references, including a former supervisor and years known:

Reference (name/address/phone #/ email):

Reference (name/address/phone #/ email):

Reference (name/address/phone #/ email):



This form will remain confidential, please print and sign form.

Signature _____ Date _____