



San Juan del Rio Catholic Church  
Parish Religious Education Program (PREP)

# Catechist Handbook

2021-2022

# Table of Contents

000 Letter from DRE, Contact Information

100 Philosophy and Vision

200 Catechetical Leadership

300 Catechetical Staff

400 Program Structures

500 Curriculum

600 Sacraments

700 Resources and Environment

800 Relationships

Appendices

# Letter to All Catechetical Volunteers

May 1, 2020

Dear Catechetical Team Member:

Thank you for your commitment and willingness to evangelize our faith to the children of our parish. By your actions, you continue to answer our Lord's call to spread the faith. By your love for our children, you have shown them your commitment to share in their faith development. It is not often that a person can touch the eternity of another person. By your decision to serve as a catechist, assistant catechist or aide in this program, you can impact not only their faith development, but their salvation as well. Through them you may be providing the flame of faith for many generations to follow.

The goal of the Religious Education Program is to provide a quality religious education experience for our children. We are not alone in this regard. We share in a "partnership" with our students' parents. Once a week they bring their children to our program so that we can teach them about Jesus and His gospel message, His immense love for them, His Church, its sacraments and the doctrines of the faith. Although the parents are the primary educators of their child, it is also through your actions, words and examples that your students will learn and experience Jesus' love. The values you instill in them in your class sessions today will continue throughout their lifetime as they continue their journey of faith. Please realize that you are not only a teacher of the faith. You are also a witness to the reality of God in the world today. Through you, our children will learn a different perspective on life than what the secular world may offer. It is an experience of love, hope and charity that you translate from words into actions. What a blessing you are to our children!

The purpose of this handbook is to ensure that our catechetical team members know and follow the guidelines, procedures and policies of the San Juan del Rio Church Religious Education Program. Please review this *Catechist Handbook*. Then, complete the "Catechist Compliance Certificate" at the end of the handbook and return it to the DRE. The *Catechist Handbook* is designed to answer many of your questions. If it does not, do not hesitate to contact me at 904-484-5842 or by email at [SBoschert@sjdrparish.org](mailto:SBoschert@sjdrparish.org) with your questions or concerns. When it comes to developing a loving and faith-filled child, no question or concern is too small. The *Certificate* is due at the beginning of the CCD term but no later than 30 days from the start of the term.

One last point: In the handbook, you will find the term "DRE" which is an abbreviation for "Director of Religious Education." Also, you will find references to "parent." In most cases, this term also applies to "legal guardian."

I look forward to a wonderful year of faith sharing and development.

Blessings,  
Deacon Stanley Boschert, DRE

000

## Contact Information

### **San Juan del Rio Catholic Church Address:**

1718 State Road 13  
St. Johns, FL 32259

### **Church Website:**

<http://www.sjdrparish.org/>

### **Religious Education Office:**

Deacon Stan Boschert, DRE  
Phone: 904-287-2801 ext. 507  
Direct Line: 904-484-5842  
Email: [SBoschert@sjdrparish.org](mailto:SBoschert@sjdrparish.org)

Darla Cook, Religious Education Assistant  
Phone: 904-287-2801 ext. 508  
Direct Line: 904-484-5843  
Email: [Darla@sjdrparish.org](mailto:Darla@sjdrparish.org)

Monina Mulleague, CRE  
Phone: 904-287-2801 ext. 510  
Direct Line: 904-484-5845  
Email: [monina@sjdrparish.org](mailto:monina@sjdrparish.org)

PREP email: [prep@sjdrparish.org](mailto:prep@sjdrparish.org)

### **Emergency Contact:**

St. John's Fire and Rescue Station #2 (904) 209-1700

If a severe emergency, call 9-1-1 right away, and then call the PREP staff immediately.  
The PREP staff will communicate with the parents.

## Philosophy and Vision

The Value Sought: A clear statement of the relationship between the local parish, the diocese, the Church universal and their commitment to building the Kingdom of God.

### Diocese of St. Augustine Mission Statement

*“We, the Body of Christ of the Roman Catholic Diocese of Saint Augustine, strive to know, love and serve God in our world through the grace of Jesus Christ, the love of the Father and the guidance of the Holy Spirit.”*

### San Juan del Río Catholic Church Mission Statement

Our mission is guided by the following principles:

- The celebration of God’s grace through our participation in the seven sacraments.
- Our living each day, in a manner that reflects God’s presence in us.
- The living, as good Samaritans, with care and concern for others.
- The active embracing and enriching of our community.
- The maintaining of both the physical and spiritual Body of Christ.
- The training and teaching of Catholic values to our parish community.
- The preservation and continuation of the traditions of the Catholic Church.

### San Juan del Río Parish Vision Statement

In keeping with the Mission Statement of our parish, our vision for our children is to integrate them into the life of the parish, encouraging participation and interaction in the Mass and parish events. We support parents in fostering their children’s faith development by providing adult education experiences to deepen their understanding of the Word of God and the traditions of the Catholic Church. We provide quality religious educational experiences designed to serve as a life-long foundation of their faith journey. We provide sacramental preparation that will encourage children and families to fully participate in the Church’s sacraments. In doing these things we hope to create a Catholic-Christian atmosphere in which our youth can enjoy fellowship, faith growth, and a love of Jesus Christ which will inspire them to share their time, talent and treasure in Jesus’ name.

## Catechetical Leadership

The Value Sought: Professional leaders who serve communities with integrity, a firm understanding of the Catholic faith, and a sense of mission.

**200 Each parish will have a designated catechetical leader(s) to assist the pastor.**

- 201 Parishes seeking to hire a catechetical leader to administer their religious education programs must consult with the Diocesan Office of Christian Formation prior to beginning a search. (National Directory for Catechesis, #59 C)
- 202 The catechetical leader(s) is a fully initiated member of the Catholic Church and models this faith tradition in both words and lifestyle. (Canon 579)
- 203 The catechetical leader(s) will provide proof of a clear background check (through an entity engaged by the Diocese of St. Augustine) and attend a Protecting God's Children class before beginning engagement in the position, and maintain compliance with all safe environment policies.

**210 A catechetical leader serves, under the direction of the pastor, as the educational administrator of a religious education program or programs.**

- 211 The catechetical leader will ensure that all materials presented under the auspices of the parish religious education program are in conformity with Catholic Church Teaching. (National Directory for Catechesis, #68)
- 212 The catechetical leader will supervise catechists to ensure that they are covering the Diocesan Universal Curriculum and meet the standard of 211.00 above.

**220 Catechetical leaders will meet Diocesan Certification guidelines.**

- 221 A designated catechetical leader will have as a minimum the credentials needed to meet Diocesan standards. Those who do not yet meet their required standard must be working on completing this standard and have a plan in place to do so.

**230 Catechetical leaders will enter into a professional agreement with the parish. This includes abiding by all diocesan, parish, and PREP policies. This applies to both PREP staff and all catechists and volunteers.**

- 231 Parish catechetical leaders will have access to Diocesan due process procedures. The Office of Dispute Resolution is a function of the Tribunal.

**240 Catechetical leaders are required to participate in continuing education and formation.**

- 241 Certified parish catechetical leaders are required to submit to their immediate supervisor a Level III certification form outlining 30 hours of continuing formation every three years. A copy of this form is kept at the parish and one is submitted to the Office of Christian Formation.
- 242 Parish catechetical leaders are expected to participate in a one-day retreat or other spiritual formation program each year.
- 243 Parish catechetical leaders professionals and therefore are expected to attend all meetings pertaining to their particular area of ministry that are called by a diocesan office.

**250 Parish catechetical leaders are to know and adhere to all safety provisions found in Diocesan policies.**

- 251 Parish catechetical leaders will oversee the training of all catechists concerning all provisions of the Safe Environment Program. (see documentation)
- 252 Parish catechetical leaders will be certified in first aid, CPR, Epi-Pen usage, and AED, and encourage catechists to be trained as well.
- 253 Parish catechetical leaders will be trained in how to deal with blood borne pathogens.

**260 Catechists will abide by the expectations set out by the parish catechetical leader.**

- 261 Catechists are expected to arrive at least 15 minutes prior to the start of each PREP class.
- 262 Catechists, both primary and assistant, are expected to be present for all weeks of PREP. However, the staff understands the need for absences in some circumstances. If a catechist is planning to be absent, they are expected to notify the PREP staff as well as their assistant or primary catechist as soon as possible prior to the absence.
- 263 If two catechists are co-teaching, both are still expected to be present for each class.
- 264 All catechists are asked to sign in and retrieve keys, attendance folders, and any notifications from their catechist box in the PREP office prior to going to the classroom. At the end of each class, all keys and attendance rosters should be returned to the PREP office.
- 265 While PREP is a casual setting, Catechists are still expected to dress modestly and appropriately, and, if possible, to wear the Catechist polo shirt every week. No mini skirts, shorts, low cut or see-through tops are permitted.
- 266 Catechists are expected to teach ONLY in their assigned classroom at the assigned dates and times listed by the PREP calendar. If other arrangements need to be made, the catechist MUST contact the PREP office to arrange a different meeting with students. A catechist may NEVER contact students directly to meet outside of the assigned dates, times, and location of the class without prior approval and arrangement from the PREP office staff.

## Catechetical Staff

The Value Sought: Well formed witnesses to the Catholic Faith to live and proclaim the Gospel of Jesus Christ

- 300 Catechists are fully initiated members of the Catholic faith and model this in word and lifestyle. A check of the requirements for baptismal sponsors might give good guidance here. (Canon 759)**
- 310 All catechists will have a confidential personnel file at the parish.**
- 311 All records pertaining to the service of a catechist, including, but not limited to documentation on certification, Protecting God's Children, background check, continuing formation will be maintained in their personnel file by the catechetical leader.
- 320 All catechists will meet Diocesan certification standards. Ideally, initial training should occur prior to the beginning of the catechetical ministry.**  
Level I (beginning catechist) must be completed within first 2 years  
Level II (advanced catechist) must be completed within first 5 years.  
(National Directory for Catechesis, #55 A-D)
- 330 All catechists will meet Diocesan instructional standards.**
- 331 The catechetical leader will observe the instruction of each catechist in a formal way at least once per year and provide feedback on the observation to the catechist. (a sample form for this is available in the DRE Resource Manual)
- 340 Every religious education program should sponsor an annual spiritual enrichment activity for its catechists. (e.g. Retreat, Day of Reflection, etc.) (National Directory for Catechesis, #55, E)**
- 350 No catechist may invite a guest into the catechetical classroom without the expressed consent of the catechetical leader. Even with approval, the guest may need additional clearance and training.**
- 360 Catechists and assistant catechists will receive full tuition waiver for any child in their immediate family enrolled in PREP. For grandparents, a waiver will be available for up to two grandchildren enrolled in PREP. If the catechist is both a parent and a grandparent, only one of the two waiver types will apply. Tuition fees are not waived for substitute catechists.**
- 361 In return for this waiver, the catechist must fully comply with the provisions of the current *Catechist Handbook*. In the event of non-compliance, the catechist will be

advised of the issue(s) and the required compliance action. If unresolved, the tuition waiver will be withdrawn and the entire tuition for the school term collected.

## Program Structures

Value sought: Good order and a solid foundation in the faith.

**400 Parishes will provide religious education programming for all the Christian faithful. (Canon 217)**

- 401 Parishes should provide religious education for every person beginning in pre-school and continuing through the adult years.
- 402 Religious education models may vary based on local need and the age and number of individuals being served.
- 403 If local needs require the combining of grades, the religious education program will have a written plan which demonstrates that the universal curriculum of the diocese is being covered.
- 404 The standard number of hours for religious education instruction is a minimum of 30 hours per year. This standard excludes immediate preparation for sacraments, Mass attendance and service opportunities.
- 404.1 San Juan del Rio PREP's absence policy is outlined below. Certain exceptions will be made on an individual basis and may include illness, death in the family, family crisis, etc.
- 404.2 Excessive absences are defined as 5 class hours or more in any given year or more than 2 class hours in a sacramental year. Procedures need to be in place to assist families in making up missed classes and assignments so as to meet the diocesan curriculum standards.
- 404.3 Excessive absences will be dealt with on an individual basis, in conversation between the DRE or PREP staff and the student's family.
- 405 Each child's progress through the religious education program will be tracked through the maintenance of permanent records. This can be done on paper or on computer via PDS (Parish Data System). Information for SJDR includes: student name, years in program, book series in use each year child in program, absences, Mass Attendance, and any exceptional notes such as behavioral issues.
- 406 The SJDR PREP program will serve the special needs of children/youth of the parish through a determined effort of total inclusion using materials from the Inclusion and Access document found in the DRE Resource Manual and on the [www.dosaformation.org](http://www.dosaformation.org) website.

**410 Parents are to be actively involved in the religious education of their children. They will be invited, consulted and informed of all major activities involving their children. (Catechism of the Catholic Church # 2225-2226)**

- 411 Parents will be informed any time a child is to be taken off church property. The appropriate permission form and medical release form will be on file at the parish. At SJDR, no class will be formally taken off of Church property at any time. The only exception to this is a service trip arranged by the parish. Parental approval through

appropriate permission forms given by the PREP office will be required prior to the event.

- 412 Permission forms and medical releases are for one time use. Each event results in a new set of forms to be signed.
- 420 The registration form for the religious education program will request emergency contact information, including information for an additional adult who would be responsible for the child(ren) in case a parent is not available.**
- 430 Any non-employee (PREP student, catechist, parent, visitor—authorized or unauthorized) who is injured on a diocesan property must be handled in the following manner:**
- A. In case of life-threatening injury or event, an immediate call to 911 and then
  - B. A call to the PREP office. When the injury or event is not considered life-threatening, this call should still be made to alert the PREP office, and the office staff will contact a parent as needed.
  - C. If a student is injured during PREP, the catechist must fill out an accident report, found in the PREP office.
- 440 Weapons of any kind are not permitted in religious education classrooms. Should a weapon be found, the DRE and, if necessary, law enforcement, will deal with the situation as needed.**
- 450 No drugs or alcohol are permitted in any religious education classroom or on SJDR campus without express permission of the DRE in the case of medication needed by a catechist or student.**
- 451 Students with a medical prescription from a registered physician must present information to this effect to the PREP office staff and receive permission for bringing it to class during the year.
- 452 A designated and qualified staff member or catechist must have responsibility for giving out prescription and non-prescription drugs (this will be arranged by the catechist, DRE, and family of the student).
- 453 No child may carry prescription or non-prescription drugs on their person. Inhalers, EpiPens, diabetic items that are needed immediately are exceptions, but require parent permission forms completed annually or whenever the prescription/instruction changes for use.
- 460 The Catechist Handbook and Parent Handbook will follow diocesan guidelines and will be distributed at the beginning of the catechetical year.**
- 461 Parents will be given a copy of the religious education handbook and be asked to review its contents with their children as well as to agree to adhere to the policies contained within the handbook.
- 462 Catechists must read and sign the Catechist Handbook (and return signature page to PREP office) at the beginning of the school year prior to the start of PREP classes.

500  
Curriculum

The Value Sought: Persons in whom the Word of God has taken root.

- 500 Religious education programs will teach the specific grade level requirements as defined in the Diocese of St. Augustine Universal Curriculum approved by Bishop Victor Galeone July 1, 2010. (being updated for 2018-2020)
- 510 Parishes must use textbooks chosen from the USSCB list of approved texts. The initial “P” for parish and “PM” for parish manual must be listed. (<http://www.usccb.org/about/evangelization-and-catechesis/subcommittee-on-catechism/conformity-review/>) For the SJDR PREP program, all Catechists must use the textbooks chosen by the CRE and the DRE and provided at the start of the year. Our program is the Loyola Press program, which can be accessed at <https://www.loyolapress.com>. ALL Catechist textbooks MUST be returned to the PREP office at the end of the PREP year.
- 511 Additional resources are available in the PREP office and through other Catholic sources online. Those in the office have been pre-approved and may be checked out for use during the year. Those online or outside of the Loyola Press program MUST be approved by a member of the PREP office staff at least 2 days prior to the PREP class in which the material will be used.
- 520 Parishes may choose to use an assessment tool such as the NCEA – ACRE test to measure knowledge of doctrine.
- 521 It must be made clear to parents that this is a measure of knowledge and not a measure of faith or spirituality, which are impossible to assess. These results become a part of the child’s file. There are other suitable forms of assessing knowledge that could be more helpful.
- 530 All catechetical efforts should incorporate a respect life component. (National Directory for Catechesis #44). Catechists should express teachings, lifestyles, and statements that relay a Catholic understanding of the sanctity of all life.
- 540 The SJDR PREP program will provide a Safe Environment class for students and an available class for parents during the PREP year.
- 550 Catechesis classes and faith formation opportunities should include opportunities to discuss and act upon the many social justice issues confronting the world today. This should include direct and indirect service opportunities. (National Directory for Catechesis #44)
- 560 Children and youth should have opportunities to prepare and participate in liturgies and prayer services, as these are integral parts of faith formation. Examples of these

**could include: Eucharistic Adoration, Rosary, Stations of the Cross as well as the Mass. (National Directory for Catechesis #37)**

- 561 Class Church tours and Living Rosary (in garden next to parish hall) are available upon request approved by PREP staff.
- 570 **Prayer should be central to each PREP class. The class should begin and end with a prayer. Additionally, each grade level should follow the *Diocese of St. Augustine Guidelines for Prayers*.**
- 580 **Catechists should avoid giving misinformation regarding any curriculum topic, SJDR and diocesan policies, or procedures. Should a catechist be unsure about the answer to a student or parent's question, the catechist should direct the question to the PREP staff.**

## Sacramental Preparation

Value Sought: The integration of knowledge of the faith with how the faith is lived.

- 600 SJDR PREP follows the Sacramental Policies for the Reception of the Sacraments of First Reconciliation, First Eucharist and Confirmation by School-Aged Children in the Diocese of St. Augustine approved by Bishop Felipe Estévez on August 21, 2011. All families and catechists participating in PREP must adhere to these policies.**
- 601 Each of these sacraments will be celebrated only with those who have been properly prepared, who are actively involved in the parish preparation process, and who freely choose to receive them. (Canon 913 #1)
- 602 Sacraments are celebrations of the believing community. Therefore, immediate preparation and celebration are done in the child/youth's home parish setting.
- 603 There should be a significant period of time (at least two months) between the celebration of First Reconciliation and First Eucharist. The catechesis for these two sacraments must be done separately. The preparation periods for the two should not overlap in any way. (National Directory for Catechesis, #126)
- 604 Parishes must provide opportunities for parents to be intimately involved in the sacramental preparation of their children. A minimum of one parent gathering must be provided.
- 605 Parishes must provide parents with the requirements for the preparation process in a timely and clearly stated manner.
- 610 Children of catechetical age (defined in Canon Law as those over the age of seven) who are unbaptized or baptized in another faith tradition follow the process for receiving sacraments as outlined in the Rite of Christian Initiation of Adults, National Statutes #18, 19, 30 and 31.**
- 620 Children of catechetical age who are baptized Catholic, but uncatechized follow the process for receiving sacraments as outlined in the Rite of Christian Initiation of Adults, National Statutes #18, 19, 30 and 31.**
- 630 Children attending a Catholic School which is not in their home parish will prepare for and celebrate the sacraments in their home parish. Exceptions to this requirement can only be made by the child's home pastor. (Canon #777) Similarly, children enrolled in the SJDR PREP program must receive the sacraments at SJDR and fulfill the requirements of the SJDR PREP program unless written permission for a student to have special exceptions regarding place of reception or fulfilling requirements is given by the SJDR pastor and DRE and the DRE of another parish in which the child is planning to receive the sacrament.**

- 640 **The immediate preparation expectations for each of the sacraments is provided in the DRE Resource Manual and can also be found in the National Directory for Catechesis, #36.**
- 650 **Confirmation is celebrated with children eighth grade and up in the Diocese of St. Augustine. (Bishop Galeone and Presbyteral Council, 2008)**
- 651 A confirmation retreat is an essential part of the candidate’s preparation and is required as part of the SJDR PREP. A candidate must attend the SJDR Confirmation Retreat unless express permission to attend a different local retreat has been given by a member of the PREP staff.
- 652 Parishes are to recommend and/or provide service opportunities for their confirmation candidates based on the needs of the local community. Additional policy and procedures on the celebration of the Sacrament of Confirmation are outlined in the folders given to parents during Confirmation Parent Orientation and in the “Administering Confirmation in the Diocese of St. Augustine” document mailed to parishes with their confirmation schedule.
- 660 **No grade or age is set for persons who are developmentally delayed to receive sacraments.**
- 661 Judgment of readiness should balance reverence for the sacrament with each person’s need and right to the benefits of the sacrament. (Canons 912-913)
- 662 In cases of doubt about readiness, the presumption of readiness should be made in favor of the person celebrating the sacrament with pastor, parents and catechist in conversation.

## Resources and Environment

The Value Sought: Adequate and safe facilities with appropriate funding so as to promote faith formation at all levels within the parish.

**700 Parishes will provide religious education programs with adequate resources, both personnel and fiscal, to assure a quality formation in the Gospel for all parishioners. (Canon 229)**

701 Catechists are asked to use, foundationally, the Loyola Press curriculum as outlined by the CRE in the folders given to catechists at the beginning of the year. Any resources not provided directly by Loyola Press or the PREP office must be pre-approved by a member of the PREP office staff prior to the start of class.

702 Each classroom is equipped with a computer and projector screen for playing DVD's, CD's, and videos during catechesis classes. The computers and printers should never be used by anyone for personal use.

703 Each classroom is also provided with art supplies, Bibles, and Catechisms for a given PREP class.

704 Catechists will provide a safe environment for all religious education programs. This includes managing behavior of students and ensuring that respectful use of the classroom occurs at all times. Use of the SJDR school's supplies is not permitted, but a number of art supplies and resources are available in the PREP classroom bins. These are the only supplies that should be used.

705 If any items or desks are moved in the classroom for the purposes of a PREP class, they must be left at the end of class as they were prior to the start of class.

**710 The PREP program has a budget available for teachers to purchase supplies.**

711 Any supplies or purchases for class should be pre-approved by the PREP office staff prior to purchasing in order to determine reimbursement.

712 No candy may be purchased for use in the classroom. The PREP office will keep a select supply of non-allergenic candy in the PREP office that may be used for classes.

**720 Parish facilities and Catechists will strictly adhere to local child safety and welfare regulations.**

721 Children will be supervised at all times during religious education classes.

722 The classroom must maintain a ratio of one certified adult (complies with all diocesan safe-environment policies) per ten children at all times, as is in accord with diocesan regulation.

723 Any food given in class must be listed and approved in a Food Permission form given to parents prior to that PREP class in which food will be served. In order for food to be served, parents of all students in that PREP class must returned a signed

- permission for to the catechist permitting their child to receive the food that will be served.
- 724 Student behavioral incidents should be treated as follows: if the incident is not gravely serious, the catechist should give a verbal warning. Should the misbehavior continue, the catechist is to send the student directly to the PREP office, accompanied by an assistant catechist. The catechist may be asked to record the incident in detail to send to the DRE.
- 725 Playground equipment and the basketball courts are off limits to PREP students, family, and staff.
- 730 Any suspicion of abuse or neglect of any sort must be reported to the proper authority. (The DRE should be notified first, who may then contact Chancery: Judy Pinson at 904-262-3200, ext. 129, or call the toll free Florida Abuse Hotline at 1-800-962-2873.) Any suspicious activity on church property should be reported to the PREP office.**
- 740 Parish religious education programs must ensure that the children of the program are released to the custody of those people who are approved by the legal guardian(s).**
- 741 ALL students must be picked up from the classroom at the end of each PREP class by an adult with custody of the child, or by a person approved by the legal guardian and listed on a permission form given to the Catechist at the start of the year.
- 742 Students in grades K-3 must be signed in and signed out on the attendance roster at the classroom by a parent or a person approved by the legal guardian.
- 743 Students in grades 4-High School are not required to have an adult sign them in, but must sign in themselves by legibly printing their name on the attendance roster. However, the policy listed above (741) for dismissal still applies.
- 744 Students whose parents are catechists may leave the classroom at dismissal to go directly to their parent's classroom.
- 745 If a student has not been picked up ten minutes after dismissal, the catechist should bring the student to the PREP office.
- 746 Catechists should NOT allow late arrivals or early dismissals without a PREP permission slip from the PREP office. This rule is flexible during the first two weeks of PREP.
- 750 Catechists will be aware of and comply with the SJDR safety plan for emergencies such as tornadoes, intruders, evacuations, etc.**
- 751 This plan should be posted in every classroom and contained in the catechist attendance folder at all times. Catechists should become aware of their evacuation route from the classroom in case of a fire or other emergency.
- 752 This plan will be communicated to the parents of the children as well as practiced with the children so that they are aware of safety procedures.
- 760 Visitors, including parents, cannot enter the religious education classroom or the SJDR school beyond the entrance gate during class except those who are expressly approved by the PREP staff. Additional safe environment clearance might be necessary.**

**770 Visible signs of our Catholic Tradition will be present in classrooms and throughout the parish educational spaces. (National Directory for Catechesis #37-38)**

771 A crucifix should be visible in each classroom.

772 Classroom space should be allotted for a prayer table containing a copy of the Sacred Scriptures.

## Relationships

Value Sought: Open communication among all with a vested interest in religious education programs.

**800 Parents are the primary educators of their children; therefore, parents will be informed of all activities of the religious education program that affect their children.**

801 All parish religious education programs should provide opportunities for parents/guardians to become acquainted and involved with the religious education program.

**810 Families who choose to home school their children must register with the parish and be in communication with the pastor and the DRE. (Canons 773, 774, #1-2 stipulate that the religious education of children and youth is the responsibility of parents, pastors and the local community.)**

811 Homeschool families are defined as those families who provide education, including religious faith formation, in their homes following a standardized curriculum. Families who seek to use the parish program for religious education only when it is convenient with the scheduling of secular activities are not covered in this definition of homeschool family.

812 The catechetical materials used by homeschool families in religious education must be communicated to and approved by the CRE prior to the start of homeschooling.

813 Families who homeschool are obligated to use the same religious education text as the parish religious education program during the sacramental years (Loyola Press). It is recommended that only religion texts found to be in conformity with the Catechism of the Catholic Church by the USCCB be used by home school families in all other years.

814 The DRE and CRE require a periodic progress report to be made by home school parents, which will be communicated with families at the start of the year.

**820 Confidentiality should be strictly observed in matters concerning students, their families, and other staff members. (Canon 220)**

821 Any group emails sent must use a blind copy (bcc) for all email addresses, including family or student emails.

822 Personal information of catechists, staff, and families should NEVER be used for solicitation purposes.

823 The PREP office will not release a catechist's personal information to parents unless the catechist gives expressed approval.

**830 All catechists, families, and staff must abide by the diocesan social media policies.**



## **Assumption of Risk and Waiver of Liability Relating to COVID-19**

The novel coronavirus (“COVID-19”) has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly through person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people. **San Juan Del Rio Parish Religious Education** has put in place preventative measures to reduce the spread of COVID-19; however, we cannot guarantee that you or your child(ren) will not become infected with COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending programs offered by the school and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at PREP may result from the actions, omissions, or negligence of myself and others, including, but not limited to, staff, coaches, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)’s attendance at any school sponsored programming (“Claims”). On my behalf, and on behalf of my children, I hereby release, covenant not to sue, discharge, and hold harmless **San Juan del Rio Parish Religious Education** and the Diocese of St. Augustine, and all of their current, former, and future agents, representatives, religious and employees and related entities (collectively, “the Diocese”) of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of the Diocese, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any school program.

San Juan del Rio Catholic Church  
Religious Education Program

## Catechist Compliance Certification

I have read the current *Catechist Handbook* for the Religious Education Program and agree to comply with its policies and procedures.

Catechist Printed Name: \_\_\_\_\_

Catechist's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Please return this completed form to the Religious Education Office before the CCD term begins, but no later than 30 days from the start of classes.***

Thank you for your generous service to teach our children about God's love and our participation in  
His Catholic Church.  
May you be blessed for your generosity.