

SAMPLE OUTLINE OF VOLUNTEER HANDBOOK

- 1.0 Parish / Diocesan Volunteer Policies
 - 1.1 Protecting God's Children
 - 1.2 Fingerprinting
 - 1.3 Harassment
 - 1.4 Sacramental
- 2.0 Parish Personnel
 - 2.1 Parish Staff
 - 2.2 Religious Office Staff
 - 2.3 Other key leaders
- 3.0 Publications
 - 3.1 List web pages – check them out & decide which ones you want to list
www.cdeducation.org/oym/connectons/netdir.htm
 - 3.2 Diocesan Graded Course of Study
 - 3.3 Good News Bytes
 - 3.4 Catechist Magazine
 - 3.5 RTJ Magazine
 - 3.6 Parish Newsletter
 - 3.7 Religious Education Newsletter
 - 3.8 Diocesan "Weekly Religion Ideas
- 4.0 Educational/Certification Opportunities
 - 4.1 Certification Classes
 - 4.2 Echoes of Faith
 - 4.3 Faith Formation Congress
 - 4.4 Teacher's Meetings
 - 4.5 OCEA
 - 4.6 DeSales series
 - 4.7 Ministry Formation Office
 - 4.8 Youth Ministry Certification
 - 4.9 Diocesan Religious Education Certification
 - 4.10 Parish Opportunities
 - 4.11 Missions
 - 4.12 Adult Education Opportunities
 - 4.13 Consult the DRE
- 5.0 Textbooks
 (Explanation of what your parish uses-all textbooks, sacramental and human sexuality and supplemental books)
- 6.0 Student Information
 - 6.1 Registration
 - 6.2 Medical Information
 - 6.3 Class Lists and phone numbers
 - 6.4 Confidentiality policy
 - 6.5 Students with special needs

(will be discussed and advisement given through the director)

- 7.0 Classroom Management
 - 7.1 Preparation
 - 7.2 Lesson Schedules, Plans & Supplemental Ideas
 - 7.3 Attendance
 - 7.4 Class Times
 - 7.5 Expectations for Volunteers
 - 7.6 Fire Drills /Tornado Drills
 - 7.7 Weather Closing Policy
 - 7.8 Arrival /Dismissal
 - 7.9 Discipline
- 8.0 Policies
 - 8.1 Security
 - 8.2 Classroom Snacks and Parties
 - 8.3 Classroom Maintenance
 - 8.4 Communication notes to parents
 - 8.5 Candles in Classroom
 - 8.6 Taking Class Outside
 - Inform
 - What
 - When
 - Where
- 9.0 Support
 - 9.1 Mailboxes
 - 9.2 Music
 - 9.3 Supplies
 - 9.4 Copies
 - 9.5 Audio Visual Aides
 - 9.6 Diocesan media catalogue
 - 9.7 Library / Resource Materials
 - 9.8 Parish Facilities
 - 9.9 Family Folders
 - 9.10 Christmas Presents for students
 - 9.11 Classroom Budget
 - 9.12 Volunteer Parking
 - 9.13 Child Care for Volunteers
- 10.0 Job Descriptions
 - 10.1 Catechists
 - 10.2 Aides
 - 10.3 Hall Monitors
 - 10.4 Office Workers
 - 10.5 Music Catechists
 - 10.6 Other

- 11.0 Forms
 - 11.1 Lesson Plans
 - 11.2 Catechist Certification Request Forms/Evaluations
 - 11.3 Material Requests
 - 11.4 Copy requests
 - 11.5 Student Progress Reports
 - 11.6 Fire Drill/Tornado Drill
 - 11.7 Volunteer Absence Form
- 12.0 All Teacher-Catechists' Meetings

Volunteer Handbook Form To Return To Religious Education Office

Parish:

Address:

Phone:

Fax:

I have received and read the Volunteer Handbook for the religious education program. I understand that I am responsible for and will abide by the information contained therein.

I have the following questions:

I have the following concerns:

I have the following comments:

I am interested in catechist certification:

I am available to take certification classes on the following day of the week and time:

Print Name

Signature

Date

Please bring this sheet to the first PSR class and turn into the office.

Please Note: This information was generated by the DARE board Spring 2005