



PCC's Checklist/Flowchart for Inducting New Catechists

1. Receive inquiry from prospective Catechist

- ☐ Return phone calls promptly, don't wait too long.
- ☐ Arrange a meeting, include Parish Priest.

Meeting Discussion points:

- Training requirements – Zoom, 8 x 2hr sessions.
- Time commitment – 2 hrs per week for lesson prep, travel, and lesson.
- Suitability of working with children. Any experience?
- Need to teach Authorised Curriculum, with sensitivity.
- Availability? School preference? Primary/Secondary?
- WWCC – apply for one if they don't have already.
- Start as an assistant, then progress to a teacher, at their pace.

2. Authorisation Process

- ☐ Provide A1 and A2 forms, training info, Connections magazine.
- ☐ Follow-up forms after a week or two.
- ☐ When forms are returned, ask the PP to sign the A1.
- ☐ Ask the Parish Office to verify the WWCC, add the verification details to the A2.
- ☐ Scan and email the completed forms to ccdadmin@bbcatholic.org.au
- ☐ Make two (2) copies, one for the catechist, one for your Parish files.
- ☐ Post the originals (or give in person) to CCD Broken Bay.
- ☐ When the scanned copy of the A1 and A2 forms are received by CCD, we will contact the new catechist about training.
- ☐ If the catechist has teaching qualifications/ experience, they can apply for training exemptions.

It's great to provide CCDMI training information to prospective catechists, but remember, CCD can't register them for training until we receive their A1 and A2 forms.

A Parish Volunteer Engagement letter can be provided by the parish priest or secretary.

3. Training

- ☐ CCD will contact the new catechist to provide training dates. They can join part-way through a course, and complete any missed units next term.
- ☐ Once unit #3 'Safeguarding' has been completed, the new catechist will be issued a **Yellow (Provisional Authorisation) card**, which will be forwarded to the PCC/Parish office to be stamped, then signed by the new catechist. This means they can start going into a school. Provide a lanyard and clear pouch.
- ☐ Prior to the Lesson Planning unit (#4) provide a Teacher's Manual and Student workbook to the new catechist, so they can start to learn how a lesson is prepared, see unit outlines, lesson plans, etc.
- ☐ Upon completion of the CCDMI course, a **Green (Full Authorisation) card** will be provided. This must be stamped by the Parish office, signed by the catechist, and the Yellow card returned to the Parish Coordinator.

CCD will schedule 'on demand' Safeguarding training every few weeks so that the new recruit doesn't need to wait long for this unit. CCD will advise the next Safeguarding date.

The new catechist can start going into a classroom as an assistant, to be mentored by an experienced catechist. They should remain an assistant until they have completed the CCD Ministry Induction (CCDMI) course.

4. Ongoing Training and other Information

- Remember, some catechists will be confident to teach or co-teach while still training or soon after their training is completed, particularly if they have teaching experience or have worked with children before. Others will need more time to gain confidence. Check in with the new catechist to see how they are feeling. If they feel rushed, you might risk losing them.
- The catechist will be required to 'refresh' their training every three (3) years for three (3) mandatory 'Ongoing' units: 'Safeguarding', 'Classroom Management', and 'Authorised Curriculum', as required by the Department of Education. CCD will send reminders.
- There is also optional training and formation that the catechist will be invited to attend, if they wish, i.e. Level 1 'Tools for the Classroom', Level 2, and Level 3, plus Reflection Days.

Contact your CCD Regional Coordinator if you have questions or concerns.