Administrative Management of Catechist Ongoing Formation (Six Hours or More Per Year)

The following is an explication of the process by which parish catechetical leaders in the Diocese of Joliet are to manage the ongoing formation of their catechists.

**Catechist Record of Formation** – This form is to be completed by the catechist *each* time formational work has been done. It is intended to help the catechist reflect upon the experience and integrate it into her/his life and ministry. The form may be completed electronically or on paper. It is to be reviewed by the appropriate catechetical leader and retained in the catechist’s individual file (either electronically or on paper).

**Catechist Annual Formation Log** – This form is designed to log the formational work of each individual catechist completed during the course of a year. It may be maintained by the catechist or someone overseeing catechist record-keeping at the parish. The form may be maintained electronically or on paper and is to ultimately reside in the catechist’s file (either electronically or paper).

**Annual Formation Summary Report** – This form should be completed electronically by the parish catechetical leader and emailed to **reo@dioceseofjoliet.org** by no later than June 15th each year. This spreadsheet will indicate the level of compliance a parish has achieved with the diocesan policy stating that each catechist is required to complete at least six hours of appropriate formation each year. *(Appropriate formation is that which furthers the competencies of a catechist theologically, spiritually/personally or methodologically.)*

All three forms are attached. Printing each out may be helpful in understanding how this process works.

Parishes in our diocese are to maintain individual catechist files. These files are to be securely managed and to contain all appropriate records, pertaining to catechist formation and otherwise. Catechist formation records should be retained from year to year and should be a source for review, assessment and planning for a catechist’s future formation.

Please utilize the attached forms in your formational management of each of your catechist for the current year and beyond. And please continue to work to ensure that all catechists are able to achieve at least six hours of quality formation that will benefit them personally and in their role as catechist.

Our goal, of course, is not that each catechist achieves a minimal threshold of time in formation. Our goal is to have well-formed catechists conducting effective catechesis with our children and youth...that is proving transformative in their lives.

While working to assure that all your catechists are pilgrims on the journey of faith and growing in their catechist competencies is a large task, it is *central* to catechetical leadership and worthy of the effort. I’m hoping that the process of recording and reporting catechists’ formation is both intuitive and helpful to you.
Please be in touch with Joyce Donahue (jdonahue@dioceseofjoliet.org) or myself with questions pertaining to catechist formation and the use of the attached documents. Thanks so much for saying yes to your important leadership role within the life of your parish, our diocese and the Church!

Blessings to you in our Lord, Jesus,
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