General Manager’s Message

The 2007 edition of *The Parish Handbook* includes the *Christ Our Light And Life* curriculum and the revision of original documents including the new *Prohibited Employment Declaration* form. We have continued to ensure that the information is presented in a user friendly format.

*The Parish Handbook Revised Edition 2007* comprises three volumes:

- **Volume 1: The Role of the Parish Priest;**
- **Volume 2: The Role of the Parish Catechist Coordinator;**
- **Volume 3: Recruitment Strategies for Your Parish** (released in August 2001 as *Options: A Four Step Plan for the Recruitment of Catechists in Your Parish*).

The purpose of the revised handbook is to provide an easy reference source for Catholic parishes involved in providing Special Religious Education in their local communities. It should also be read in conjunction with *Implementing Special Religious Education: Guidelines for Schools, Providers of SRE, and Parents* (NSW Department of Education and Training) and *The Special Religious Education Handbook* (produced by the Inter-Church Commission on Religious Education in Schools NSW). It is hoped this document will assist the smooth running of Special Religious Education at the parish level throughout the Archdiocese.

It is intended that the Handbook will be re-issued as the need arises to parish communities. This will ensure parishes have the most up-to-date information. These handbooks can be obtained from our website [www.ccdsydney.catholic.edu.au/parish_resources.htm](http://www.ccdsydney.catholic.edu.au/parish_resources.htm)

I would like to express my appreciation to all the people who have been involved in the production of this resource.

Finally, I would like to thank you, the parish catechist coordinator, for your ongoing support of Special Religious Education in the Archdiocese of Sydney.

Robert Milan  
General Manager
SECTION A

INFORMATION ON IMPLEMENTING SPECIAL RELIGIOUS EDUCATION IN YOUR PARISH
Introduction

There is little doubt that the Parish Catechist Coordinator plays a vital role in the life of most parish communities. The parish catechist coordinator is:

- **Delegated the responsibility of attending** to the daily administration of the parish catechist group by the parish priest / administrator;
- The **linchpin** between the local public school(s) and the parish;
- The **first point of contact** for catechists;
- The **liaison person** between the parish and the Confraternity of Christian Doctrine.

In recent years a number of new requirements have been placed on parish communities. This is particularly the case in the areas of child-related legislation and privacy. Consequently, there has been an increasing responsibility placed on the parish catechist coordinator.

The Role of the Parish Catechist Coordinator in SRE

It is important to remember that, under the NSW departmental guidelines, the parish priest / administrator is always the “authorising clergyperson” who decides which members of the parish community will be allowed to teach in the name of the Church. Given the size and complexity of many parishes, though, it is impossible for the parish priest / administrator to fulfil this task on his own. For this reason, most parish priests / administrators delegate the day-to-day running of SRE to the parish catechist coordinator.

While the CCD always regards the parish priest / administrator as the leader of the parish catechist group, it recognises the important role the parish catechist coordinator also plays. In his / her role, the parish catechist coordinator:

- Plays a major role in the recruitment process by:
  - **Getting to know** the individual volunteer who comes forward to offer his / her services;
  - **Understanding** the requirements of teaching SRE;
  - Assisting the parish priest / administrator to assess the volunteer’s ability to carry out the role which includes:
    - Following the approved program;
    - Managing a class;
    - Being prepared to undertake training; and
    - Having the time to commit to SRE each week.
  - Providing volunteers with the initial documentation (SRE Teacher’s Engagement Form and Prohibited Employment Declaration Form) required so that the parish priest / administrator can authorise the volunteers who are involved in SRE in public schools. The parish catechist coordinator, however, should never receive the completed copies of these forms.

- Is responsible for the day-to-day liaison with the local public school on behalf of the parish and keeps the parish priest / administrator informed of any significant developments.

- Becomes involved (where appropriate) in child-focused parish celebrations (e.g. sacramental programs).

- Promotes the apostolate to Catholic children in public schools (e.g. Catechist Sunday and other appropriate times during the year) among the wider parish community.

- Liaises with the Confraternity of Christian Doctrine (Archdiocese of Sydney) (CCD) on matters pertaining to SRE (e.g. organising training opportunities for the parish catechist group, attending Area Meetings for parish catechist coordinators).

- Decides in consultation with the parish priest / administrator how the parish budget for CCD resources should be allocated.

As this list clearly illustrates, the parish catechist coordinator plays a vital role in assisting the parish priest / administrator. It is, however, the duty of the parish priest / administrator to attend to all legal matters relating to SRE. The parish catechist coordinator is not in a position to assume responsibility for legal matters on behalf of the parish priest / administrator.
Suggestions for Effective Parish Coordination

Depending on the size of your parish, it may be necessary to put in place some structures that will assist you in your role as coordinator.

- **Appoint School Coordinators**

Consider appointing a coordinator for each school in which your parish operates. The school coordinator can then assume responsibility for the day-to-day running of Catholic SRE in that particular school. As parish catechist coordinator, you can keep in touch regularly with the school coordinators on a regular basis.

- **Appoint an Assistant Coordinator**

Regardless of the size of your parish, it is a good idea to appoint an assistant coordinator. This person can assist you in your coordination duties as needs arise. This person can also become a point of contact between your parish and the CCD should circumstances prevent you from performing your duties (e.g. sickness, absence from parish).

- **Hold regular meetings with the Parish Catechist Group**

As parish catechist coordinator, it is important to keep all catechists informed of developments relating to SRE. The easiest way to do this is to hold regular meetings. Wherever possible, invite the parish priest / administrator to attend (refer also to suggestions for parish catechist group meetings- pp. 8 - 9).

- **Attend CCD meetings and events**

An important source of support for you in your role as parish catechist coordinator is the network provided by the CCD. Wherever possible, try to attend meetings and events. If you are unable to attend, try to ensure that someone from your group (e.g. assistant coordinator) attends on your behalf.

- **Keep in touch with your Faith Education Officer**

Every parish catechist coordinator is assigned to an Area Faith Education Officer. Your FEO will try to contact you at least once per term, but you should feel welcome to contact your FEO whenever the need arises.

- **Keep your parish priest / administrator informed of developments in SRE**

Parish priests / administrators have enormous demands placed on them. Try to schedule regular meetings with your parish priest / administrator to keep him informed about how SRE is going in your parish.

- **CCD Publications**

A vital task is to ensure that catechists have the appropriate teaching materials for use in the classroom. In October, you will receive a Bulk Order form from CCD Publications. It is important to consult your parish priest / administrator for guidance on how the form should be completed in your parish.
Suggestions for Parish Catechist Group Meetings

The structure and format of meetings with the parish catechist group will depend on the size and complexity of your parish. The following suggestions may be of assistance to new parish catechist coordinators.

(a) Preparation

- An effective meeting needs an agenda. Wherever possible, plan the agenda in consultation with your parish priest / administrator and / or Faith Education Officer. Allow members of the group to contribute agenda items;
- If the parish priest / administrator cannot attend the meeting, be sure to give him a copy of the agenda before the meeting is held;
- If possible, distribute the agenda to members of the group a few days before the meeting;
- Select a meeting time that will enable as many catechists as possible to attend.

(b) Process

Begin each meeting by tabling the minutes of the previous meeting. A possible meeting format could be:

<table>
<thead>
<tr>
<th>Item</th>
<th>Comment</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prayer</td>
<td>Catechists may take it in turns to prepare a prayer. Alternatively, they may decide to use the reflection provided in the quarterly Catechist Newsletter.</td>
<td>5-10 minutes</td>
</tr>
<tr>
<td>Apologies</td>
<td>Always ask whether any catechist has sent an apology.</td>
<td>1 minute</td>
</tr>
<tr>
<td>Confirmation of minutes from previous meeting</td>
<td>Give members of the group a chance to read the minutes of the previous meeting. Once this has been done, ask the meeting to confirm that the minutes are a true and accurate record of the meeting. Make any modifications that are required.</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Business arising from the minutes</td>
<td>If there are any unresolved issues from the previous meeting, these should be addressed at this point.</td>
<td>30 minutes</td>
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<tr>
<td>Parish Coordinator’s Report</td>
<td>Brief members of the group on any developments in SRE since the last meeting (use catechist newsletter, information from Area Parish Catechist Coordinators Meetings).</td>
<td>10 minutes</td>
</tr>
<tr>
<td>School Coordinator’s Reports</td>
<td>If necessary</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Reports from individual catechists</td>
<td>Allow time for catechists to tell the group how they are going with their classes.</td>
<td>2 minutes per catechist (depending on size of group)</td>
</tr>
<tr>
<td>General Business</td>
<td>Before the meeting closes, give catechists an opportunity to raise any other issues that may need to be addressed. Some issues may be dealt with immediately, while others will need to be acted upon before the next meeting.</td>
<td>10 minutes</td>
</tr>
<tr>
<td>Action</td>
<td>Finish the meeting by summarising any action (who? when? where?) that needs to occur before the next meeting. The Action Sheet (p. 10) may then be distributed with the minutes.</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Prayer</td>
<td>Close the meeting with a simple prayer (e.g. Catechist’s Prayer).</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Time and date of next meeting</td>
<td>DO NOT FINISH UNTIL CATECHISTS ARE AWARE OF THE DETAILS FOR THE NEXT MEETING!</td>
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<tr>
<td>Maximum time</td>
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<td>90 minutes</td>
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</table>
(c) Frequency of meetings

In general, the more frequently you meet, the shorter your meetings will be. Depending on your parish structure you may decide to meet either monthly or once per term.

(d) Ensuring catechists attend

Sometimes, parish catechist coordinators have initial success in getting catechists to attend meetings. As time goes by, though, attendance can fall away. To prevent this, it is a good idea to invite guest-speakers to attend meetings from time to time. Examples of possible guest speakers include:

- Parish Priest;
- Pastoral Associate;
- Leader of another parish group (e.g. St Vincent De Paul);
- Representative from the CCD (e.g. FEO);
- Representative from another Church agency (e.g. Catholic Mission);
- School Principal;
- SRE Coordinator from another Christian denomination in your local area (e.g. Anglican)

Area Meetings for Parish Catechist Coordinators

Organised by the Confraternity, these meetings are held twice each year (usually in February and July). The Area Faith Education Officer chairs these meetings. Wherever possible, the General Manager also attends (on occasions when this is not possible, a General Manager’s Report is provided).

These meetings are an important source of information and support for parish catechist coordinators. If you are unable to attend, please ensure that you delegate someone from your group to attend on your behalf.
ACTION SHEET

Record on this sheet any item that may require follow-up before the next meeting.

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>WHEN</th>
<th>WHO</th>
<th>WHERE</th>
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<tbody>
<tr>
<td><em>e.g. Morning tea for Catechist Sunday</em></td>
<td><em>4 February 10.30am</em></td>
<td><em>All catechists</em></td>
<td><em>Parish Hall</em></td>
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The Structure of Special Religious Education (also known as Scripture) in New South Wales

Overview

Special Religious Education in New South Wales is governed by two key documents:

- The Education Act 1997; and
- Implementing Special Religious Education: Guidelines for Schools, Providers of SRE and Parents.

The Education Act 1997

The Education Act 1997 governs the conduct of SRE in the following ways:

(a) Time

In every public school, time is to be allowed for the religious education of children of any religious persuasion, “but the total number of hours so allowed in a year is not to exceed, for each child, the number of school weeks in the year” (Section 32(1)).

(b) Authorisation of SRE Teachers (Catechists)

The religious education to be given to children of any religious persuasion is to be given by a member of the clergy or other religious teacher of that persuasion authorised by the religious body to which the member of the clergy or other religious teacher belongs (Section 32(2)).

(c) Curriculum

The religious education to be given is in every case to be the religious education authorised by the religious body to which the member of the clergy or other religious teacher belongs (Section 32(3)). In the Archdiocese of Sydney, the following programs are authorised for use:

- Primary: Christ Our Light And Life
- Secondary: To Know, Worship and Love
- Special: Hearts to Dance (Brisbane CEO)

(d) SRE time in the school timetable

The times at which religious education is to be given to children of a particular religious persuasion are to be fixed by agreement between the principal of the school and the local member of the clergy or other religious teacher of that persuasion (Section 32(4)).

(e) Location of SRE classes

Children attending a religious education class are to be separated from other children at the school while the class is held (Section 32(5)).

(f) Supervision of students if SRE teacher fails to attend

If the relevant member of the clergy or other religious teacher fails to attend the school at the appointed time, the children are to be appropriately cared for at the school during the period set aside for religious education (Section 32(6)).

(g) Withdrawal of students from SRE

No child at a public school is to be required to receive any general religious education or special religious education if the parent of the child objects to the child’s receiving that education (Section 33).

Implementing Special Religious Education: Guidelines for Schools, Providers of SRE and Parents

To give effect to the provisions of The Education Act 1997, the Department of Education and Training produced (in consultation with religious persuasions) a set of guidelines that govern the operation of SRE in New South Wales public schools.

The key points of this document are summarised in The Director-General’s Memorandum on Special Religious Education (SRE) No. 93.3316 28/9/93. This memorandum is reproduced on page 12:
The Director-General’s Memorandum of Special Religious Education (SRE) No. 93.3316  28/9/93

The Education Reform Act 1990 requires that “In every public school, time is to be allowed for the religious education of children of any religious persuasion”. In accordance with the Act and Departmental practice the times for such education “are to be fixed by agreement between the principal of the school and the local member of the clergy or other religious teacher of that persuasion”.

In providing for this principals are to ensure that:

1. The times for such education are fixed by agreement between the principal of the school and the local member of the clergy or other religious teacher of each persuasion.

2. Timetabling is organized so that attendance at SRE is not inhibited.

3. SRE occurs in non-competitive periods. Students are not to be placed in a position where a choice has to be made between SRE and another part of the regular school curriculum.

4. Only religious persuasions approved by the Department of School Education to provide SRE operate in the school.

5. Representatives of approved religious persuasions provide a list of authorized SRE teachers at each school. If in doubt as to a SRE teacher’s status, principals should request proof of authorization to provide SRE on behalf of the relevant religious persuasion.

6. As part of the process of enrolment at school, parents and guardians are:
   (i) requested to nominate a religion or religious denomination, and
   (ii) advised of the nature of SRE at the school, including the denomination of the religious persuasions providing SRE and arrangements made for those students whose parents choose that they not attend SRE.

7. Where SRE is not offered for students of a particular religious persuasion, parents and guardians may nominate an alternative persuasion.

8. Parents and guardians are advised annually of the organization of SRE classes and any changes in this organization so that appropriate arrangements can be made.

9. Parents and guardians are advised throughout the year of the availability of any new SRE class.

10. Students whose parents do not wish their children to attend a SRE class are appropriately cared for at the school.

11. SRE is not utilized as a form of release from face to face teaching. If a religious persuasion is not authorized to provide SRE or is unable to provide religious teachers, it is the responsibility of the school to care for the children during the time set aside for SRE.

All previous memoranda on this matter are cancelled.

Ken Boston
DIRECTOR-GENERAL OF SCHOOL EDUCATION
28/9/93
Legal Matters

Child Protection

The legal responsibility for ensuring parish compliance with regard to child protection matters rests with the parish priest / administrator. It is important that the parish catechist coordinator also understands the requirements for compliance with child protection procedures in New South Wales.

Under various pieces of legislation in force in New South Wales, there are two requirements that pertain to any person wishing to become a catechist:

- Every potential catechist must complete a Prohibited Employment Declaration Form before he / she enters a classroom. Contact the Confraternity of Christian Doctrine (Archdiocese of Sydney) for further details ( 9390 5122). As well as a Special Religious Education Teacher’s Engagement Form before he / she enters a classroom (even if he / she is only accompanying a catechist). Please see Section B.

When the catechist completes these forms, the parish priest / administrator should keep a copy on file in a secure location. Under no circumstances should this task be delegated to the parish catechist coordinator.

On the basis of a potential catechist giving the assurances required in these documents, the parish priest / administrator is then able to issue the potential catechist with an Authorisation Card (currently, this is a green card). This card should be returned when the person ceases to be a catechist in your parish.

N.B.: The procedure outlined above must be completed for any person (e.g. catechist’s assistant) who may have unsupervised contact with children.

Privacy Act: Background Information

In December 2001, the Federal Privacy Act changed to give people more control over information that is collected about them. The new legislation requires parish communities to examine how they handle the collection of information (e.g. for parish - based sacramental programs). It is important to realise that the provisions of the Privacy Act do not override disclosure provisions in other pieces of legislation (e.g. Child Protection). Those involved in SRE should also note that the Act does not differentiate between adults and children. In other words, children are afforded similar protection to adults under the legislation.

Situations in which the Privacy Act May Become an Issue

The Confraternity has identified the following areas in which the new Act may become an issue for parish communities:

- The annual CCD statistical return;
- Collecting information from a new catechist;
- Checking details about a catechist from another diocese;
- Contacting catechists (e.g. passing on a catechist’s telephone number to a third party);
- Collecting information from students (e.g. identifying information such as surname, home address).
Revoking the Authorisation of a Catechist

From time to time, it may become necessary for a parish priest / administrator to revoke the authorisation of a catechist. In these cases, the parish priest / administrator may need to involve the parish catechist coordinator in the process. Fortunately, this only happens rarely. As precise details for handling such situations will depend on the individual circumstances, it is only possible to offer general advice in this Handbook (a more extensive treatment of this topic may be found in The Parish Handbook Revised Edition 2007: Volume 1- The Role of the Parish Priest, p. 10).

In the past, parish priests / administrators have had to revoke catechist authorisation for reasons such as:

- Inappropriate conduct in the classroom (e.g. inappropriate language);
- Persistent failure to teach the required curriculum; and / or
- Inability to cope in the classroom setting (despite attempts to offer remedial assistance).

If any of these situations occur, it is important that the parish catechist coordinator informs the parish priest / administrator immediately of any event that may have occurred. Similarly, it is usually not appropriate for the parish catechist coordinator to enter into discussions with the school SRE coordinator to resolve such problems. These matters need to be dealt with by the parish priest / administrator who has recourse to the legal advice necessary to resolve any problems that may arise.

General Information

The Confraternity of Christian Doctrine was established in 1958 by the Archbishop as an agency of the Catholic Archdiocese of Sydney. The CCD teaches approximately 30,000 students and has approximately 2000 active catechists across the Archdiocese of Sydney.

Parish catechist coordinators are supported by the Confraternity in a variety of ways:

- Provision of catechist training opportunities throughout the Archdiocese;
- Provision of authorised curriculum for use in public schools;
- Meetings with other parish catechist coordinators (held twice each year);
- Service recognition for catechists;
- Supply of quarterly newsletters; and
- Provision of support materials for parish recruitment campaigns.

Through the Faith Education Services division, every parish is assigned to an Area Faith Education Officer. This person is usually the first point of contact between the parish and the Confraternity. The Area Faith Education Officer is able to provide support and advice on a wide variety of topics. The following table (p.15) shows the areas to which parishes are assigned.
<table>
<thead>
<tr>
<th>CITY</th>
<th>CONCORD</th>
<th>BANKSTOWN</th>
<th>SUTHERLAND – ST GEORGE</th>
<th>WESTERN</th>
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<td>Annandale</td>
<td>Ashbury</td>
<td>Auburn</td>
<td>Amcliffe</td>
<td>Austral</td>
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<td>Bankstown</td>
<td>Blakehurst</td>
<td>Bossley Park</td>
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<td>Bondi Beach</td>
<td>Clifton Gardens</td>
<td>Bankstown Central</td>
<td>Brighton le Sand</td>
<td>Cabramatta</td>
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<td>Caringbah</td>
<td>Carnes Hill</td>
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<td>Concord West</td>
<td>Belfield</td>
<td>Carlton</td>
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<td>Croydon</td>
<td>Belmore</td>
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Supporting Parish Communities in the Archdiocese of Sydney

The following diagram illustrates how the Catholic community in the Archdiocese supports the provision of SRE.
What you should know?

If you need HELP!

Contact:
Your Parish Catechist Coordinator or CCD–Sydney Faith Education Services:

Bankstown City Concord
Polding Centre
(02) 9390 5122

Sutherland-St George
CCD Miranda
(02) 9524 6400

Western
CCD Fairfield
(02) 9724 9024

The first weeks:
Challenging but enjoyable

Without doubt, the first few weeks as a catechist can be a challenging experience. This brochure is designed to answer some of your questions. It will give you a general understanding of how Special Religious Education (SRE) (also known as Scripture) is organised and help you to know who to contact should a problem arise.

Why does Special Religious Education exist?
Under the provisions of the Education Act 1997, public schools are obliged to provide opportunities for students to attend Special Religious Education (SRE) (Scripture) classes.

Parents must state that they want their child to attend Catholic SRE classes. This occurs when they first enrol their child in a public school.

Providers of SRE (i.e. religious persuasions such as the Catholic Church) are required to be approved by the Department of Education and Training.

Parish Organisation of SRE
The Catholic Church organises SRE on a parish basis. Every parish catechist group has a coordinator. As a general rule, your parish catechist coordinator is your first contact if you need to know anything about SRE.

Your Parish Catechist Coordinator is:

Tel:

What is the CCD?
The Confraternity of Christian Doctrine (CCD) is responsible for the overall coordination of SRE for the Catholic Church in Sydney. It supports parishes in the following ways:

• Developing teaching materials (approved by the Archbishop) that can be used in the classroom;
• Providing training so that catechists can become more confident in the classroom; and
• Giving service recognition to catechists.

How does the public school organise SRE (Scripture)?
The Principal appoints a staff member to be responsible for SRE in the school. This person is the public School SRE Coordinator. In some primary schools, there may be a separate SRE Coordinator for Infants and Primary.

Teaching Materials
One of the requirements of the Department of Education and Training is that religious persuasions use approved teaching materials. For Catholic SRE, these materials are:

• Primary– Christ Our Light and Life series
• Secondary– To Know, Worship and Love

CCD– Sydney produces these materials for use in the classroom. Materials are designed to be easy-to-use in the classroom.

For more information about teaching materials produced by CCD– Sydney, contact:
PO BOX A286
SYDNEY SOUTH NSW 1235
Phone: (02) 9390 5122
Fax: (02) 9283 5146

Tips for surviving the first weeks
Prepare your lesson a couple of days before you will be required to teach it. This will give you time to get any necessary resources.
Always take your authorisation card (i.e. green card) with you when you go to teach SRE.
Sign the Attendance Register (usually kept in the School Office).
Get to know the names of the students as quickly as possible. Name tags can be a helpful way of doing this.
Be on time for lessons. Try to arrive at least ten minutes before the lesson begins.
Introduce yourself (if possible) to the classroom teacher and find out his/her name. This may not be possible if you are teaching in secondary schools.
Observe school rules at all times. Find out through your parish catechist coordinator the school rules for:
- Discipline;
- Toilet visits during class time;
- Use of school equipment for SRE;
- Use of blackboard/whiteboard.
Note

Dear

Thank you for having offered your services as a volunteer catechist / catechist assistant in this parish.

I would like to welcome you and acknowledge the valuable contribution made by volunteer catechists, giving freely of their time and talents.

You understand that, as a volunteer, no remuneration can be paid for your services. Out of pocket expenses may be reimbursed.

The parish has a Personal Accident Voluntary Workers Policy with Catholic Church Insurances Limited which covers volunteer workers to a maximum age of 80 years.* As you are not being remunerated for your services you will not be eligible for any Workers Compensation benefits in New South Wales. Further details of the Personal Accident Voluntary Workers Policy will be provided upon request.

I ask that your conduct while assisting as a volunteer is at all times consistent with the ethos of the Catholic Church.

I look forward to your contribution as a catechist to the religious education program of our parish.

Yours sincerely

Parish Priest

* CCI Ltd has advised CCD- Sydney that catechists over the age of 80 years need to be listed individually on the policy. Please contact CCI Ltd for further information.
Special Religious Education Teacher’s Engagement Form

PARISH LETTERHEAD

(For use in Catholic parishes in the Archdiocese of Sydney)

Name: 

(Fr, Dr, Sr, Br, Mr, Mrs, Miss, Ms)

Address: 


Telephone:


Responsible to:  

(Name of Parish Priest / Administrator)

Parish: 


Schools in which I am authorised to teach: 


VOLUNTEER TASKS:

- To assist Catholic students to seek, accept and deepen their understanding of the Christian message, according to their age and stage of development.

- To cooperate willingly with the parish priest / administrator and with those he has appointed to share his responsibilities.

- To develop your own knowledge of the Christian message and ability to present it as a genuinely educational activity using the authorised teaching materials of the parish.

- To be available to consult with parents / caregivers as partners in the religious education of the child.

- To maintain and develop relationships with fellow catechists and others in the educational ministry of the parish and the community school.

General Condition

It is essential that all volunteer catechists carry out their tasks in accordance with the principles and values of the Catholic Church and exercise due care for the safety and behaviour of students when they are teaching or supervising them and for giving the authorised teaching.

Volunteer Statement

I hereby state that:

I wish to volunteer my services on the above basis

to ______________________ Parish and have never been convicted for:

(a) an act of violence towards another person; or
(b) sexual assault; or
(c) any offence against a minor person; or
(d) provision of prohibited drugs.

I consent to such police checks as are necessary to verify this statement;

I understand that should I fail to meet any commitments as set out above I could be asked to withdraw from teaching SRE in schools.

Signature_____________________________ Date_______________________

RECORDS

Original: To be held in Parish Office (or Presbytery)
Copy: To be retained by catechist (SRE teacher)

Page 2 of Special Religious Education Teacher’s Engagement Form
PROHIBITED EMPLOYMENT DECLARATION
(provided by Catholic Commission for Employment Relations)

The Commission for Children and Young People Act 1998 makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the Child Protection (Offenders Registration) Act 2000) to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment. It does not apply if an order from the Industrial Relations Commission, Administrative Decisions Tribunal or Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence.

For further information on what is child-related employment see the Working With Children Employer Guidelines.

Section 33B of the Commission for Children and Young People Act 1998 defines a serious sex offence as:

- an offence, involving sexual activity or acts of indecency, committed in New South Wales and that was punishable by penal servitude or imprisonment for 12 months or more; or
- an offence, involving sexual activity or acts of indecency, committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more, if it had been committed in New South Wales; or
- an offence under section 80D or 80E (sexual servitude) of the Crimes Act 1900, committed against a child; or
- an offence under Sections 91D-91G (child prostitution, other than if committed by a child prostitute) of the Crimes Act 1900 or a similar offence under a law other than a law of New South Wales; or
- an offence under Section 91H, 578B or 578C (2A) (child pornography) of the Crimes Act 1900 or a similar offence under a law other than a law of New South Wales; or
- an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
- any other offence, whether under the law of New South Wales or elsewhere, prescribed by the regulations.

NOTE: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.

Section 33B of the Commission for Children and Young People Act 1998 defines a child-related personal violence offence as an offence committed by an adult:

- involving intentionally wounding or causing grievous bodily harm to a child; or
- of attempting, or of conspiracy or incitement, to commit such an offence.

Under Commission for Children and Young People Act 1998:

- it is an offence for a prohibited person to apply for or otherwise attempt to obtain, undertake or remain in child related employment;
- employers must ask existing employees, both paid and unpaid, and preferred applicants for child-related employment to declare if they are a prohibited person or not;
- all people in child-related employment must inform their employers if they are a prohibited person or remove themselves from child-related employment; and
- penalties are imposed for non compliance.

I am aware that I am ineligible to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment if I have been convicted of a serious sex offence or child-related personal violence offence as defined in the Commission for Children and Young People Act 1998, or if I am a Registrable Person under the Child Protection (Offenders Registration) Act 2000.

I have read and understood the above information in relation to the Commission for Children and Young People Act 1998. I am aware that it is an offence to make a false statement on this form.
I consent to a check of my relevant criminal records, to verify the statements I have made here, being undertaken by the NSW Commission for Children and Young People for monitoring and auditing purposes in accordance with Section 36 (1)(f) of the Commission for Children and Young People Act 1998.

I declare that I am not a person prohibited by the Act from seeking, obtaining, undertaking or remaining in child related employment.

I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36(1)(f) of the Commission for Children and Young People Act 1998.

All fields must be completed. Please use block letters.

Name:________________________________________________________________________

Aliases (previous/other names):____________________________________________________

Date of birth:___________________________________________________________________

Signature:_____________________________________________________________________

Date: __________________________ Contact telephone number: ________________________

Contact Email:__________________________________________________________________

NOTE: Seek legal advice if you are unsure of your status as a prohibited person.
Notification to Public Schools of Catholic Special Religious Education Teachers Authorised to Teach SRE.

PARISH LETTERHEAD

PARISH: ________________________________
PUBLIC SCHOOL: ________________________

To the Principal / SRE Coordinator

The following Catholic Special Religious Education Teachers have been authorised to teach SRE in your school:

(List names)

Contact Person

For routine matters relating to Catholic SRE in your school, please use the following person as a contact point:

Name: _________________________________________
Tel.: ___________________________________________

N.B.: This contact information is for the use of the school only and should not be disclosed to third parties

To enable them to teach Special Religious Education, the persons listed on this pro-forma have complied with all relevant child protection and departmental requirements.

Signed

_______________________________________
PARISH PRIEST

Dated: _________________________________
Authorisation Card

Catholic Church
Archdiocese of Sydney
Authorisation Certificate
Special Religious Education

is hereby authorised to teach
Special Religious Education Classes
on behalf of the Catholic parish of

in the school/s listed below

using the approved curriculum.

This authority is valid unless revoked by me or a new Parish Priest/Administrator.

Parish Priest ________________________________

Date ____________________________
Bulk Order Form
FOUR CATHOLIC FOUNDATIONS

1. We believe in one God, Father, Son and Holy Spirit, who loves us.

2. We believe in one Redeemer, Jesus Christ, only Son of God, born of the Virgin Mary, who died and rose from the dead to save us.

3. We believe in the Catholic Church, the Body of Christ, where we are led in service and worship by the Pope and Bishops.

4. We believe that Jesus, Our Lord, calls us to repent and believe; that is, to choose faith not doubt, love not hate, good not evil, and eternal life in heaven not hell.

This is our faith. We are proud to profess it in Christ Jesus, Our Lord.