



The Confraternity of Christian Doctrine Archdiocese of Sydney



Parish Handbook



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Director's Message

The revised edition of the *Parish Handbook* includes the *Christ our Light and Life* curriculum and the revision of original documents including the new *Working with Children Check Volunteer Declaration Form*. We have continued to ensure that the information is presented in a user friendly format.

The Parish Handbook Revised Edition comprises one volume with three parts:

1. *The Role of the Parish Priest*
2. *The Role of the Parish Catechist Coordinator*
3. *Recruitment Strategies for 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 to parish communities as the need arises . This will ensure parishes have the most up-to-date information. These handbooks can be obtained from our website:

www.ccdsydney.catholic.edu.au

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, for your ongoing support of Special Religious Education in the Archdiocese of Sydney.

Robert Haddad
DIRECTOR

1. Parish Priest

Introduction

By virtue of his office, the parish priest is bound to ensure the catechetical formation of adults, young people and children (CIC Can. 776).

The parish priest plays a vital role in the effective organisation of Special Religious Education (SRE) within the parish community. In fact, SRE works best in parishes where the parish priest takes an active interest in the work of the catechists.

The parish priest:

- is ultimately responsible for supervising the apostolic work of catechists within the parish;
- delegates to the parish catechist coordinator the responsibility of attending to the daily administration of the parish catechist group.

In recent years a number of new requirements have been placed on parish communities, particularly in the areas of child-related legislation and privacy, and as such, there has been an increase in the responsibility placed upon the parish and the parish priest.

The Role of the Parish Priest in SRE

Under the NSW departmental guidelines, the parish priest is the “authorising clergy person” who decides which members of the parish community will be allowed to teach in the name of the Church.

His role is to:

1. Play a major role in the recruitment process by:

- knowing the individual volunteer (and checking on prior experience if necessary);
- understanding the requirements of teaching SRE;
- assessing the volunteer’s ability to carry out the role (which includes following the approved program; managing a class; availability to undertake training; and availability to commit to SRE each week)
- authorising the volunteers who are involved in SRE in public schools.

2. Ensure that the following forms are completed and returned to the parish:

- Letter of appointment to the new parish catechist coordinator;
- Statement of responsibilities for the parish catechist coordinator;
- Letter of engagement to new catechists;
- SRE Teacher's Engagement Form;
- Working with Children Check 'Volunteer Declaration' Form;
- Authorisation/Green Card.

3. Assign tasks to the Parish Catechist Coordinator so that they may together ensure this Apostolic work is carried out effectively.

4. Keep the coordinator informed on child focused celebrations:

(e.g. Sacramental programs) and seek his/her involvement when appropriate/necessary.

5. Allocate a budget for CCD resources.

6. Promote the apostolate to the Catholic children in public school :(e.g. Catechist Sunday and other appropriate times during the year).

7. It is the duty of the parish priest / administrator to attend to all legal matters relating to SRE.



The Structure of Special Religious Education (also known as Scripture) in New South Wales

Legal Matters

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

1. *The Education Act 1990*; and
2. *Implementing Special Religious Education: Guidelines for Schools, Providers of SRE and Parents*.

Child Protection

The legal responsibility for ensuring parish compliance with regard to child protection matters rests with the parish priest. 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 pertaining to any person wishing to become a catechist:

- Every potential catechist must complete a *Working with Children Check Volunteer Declaration Form* before he/she enters a classroom.
- Every potential catechist must complete a *Special Religious Education Teacher's Engagement Form* before he/she enters a classroom (even if he/she is only accompanying a catechist).

When the catechist completes these forms, the parish priest 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 is then able to issue the potential catechist with an Authorisation Card (also known as "green card:"). This card should be returned when the person ceases to be a catechist in your parish or renewed when there is a new parish priest .

- Every potential catechist is encouraged to complete the Basic One Course, which covers classroom management, child protection and the basics of Catholic SRE, prior to becoming a catechist. Should they wish to continue their accreditation, catechists may proceed to Basic Two, Intermediate and Advanced Accreditation with the CCD while engaging in their SRE duties.



Revoking the Authorisation of a Catechist

From time to time, it may become necessary for a parish priest to have to revoke the authorisation of a catechist. Fortunately, this 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.

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

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

In general terms, parish priests need to ensure that they consider the following issues before they move to revoke a catechist's authorisation:

- ⇒ Has the catechist been counselled previously about this matter? If so, were time frames and action agreed to by both parties?
- ⇒ Are there other alternatives to dismissing the catechist (e.g. reassignment to another class or school)?
- ⇒ Do the circumstances require the parish priest to pass the matter on to relevant authorities (e.g. police, Ombudsman's Office)?

If, having considered these matters, the parish priest decides that he has no option other than to revoke the catechist's authorisation, he then needs to consider how to proceed in a way that preserves his pastoral relationship with the catechist. In this regard, it is recommended that he contact the Area Faith Education Officer (FEO) for advice on the specific circumstances of the case.

In serious matters where a crime may have been committed, it may be necessary to refer the matter to the local police. The Confraternity of Christian Doctrine (CCD) is able to provide detailed advice to parish priests on these matters in the rare event of such a situation arising.

It is important that the move to revoke authorisation is handled sensitively for all parties concerned.

N.B.: The procedure outlined above must be completed for any person (including catechist's assistant who may have regular unsupervised contact with children). Should you require more Authorisation green cards please contact the CCD. If a Catechist helps at two or more separate parishes they will need a card for **each parish**.

In the event of having to revoke a catechist's authorisation, it is important that the parish priest take the following steps (the following presumes that there have been previous unsuccessful attempts to resolve the situation):

- Meet with the catechist to outline why such action is necessary (it is suggested that the catechist be allowed to bring a support person to this meeting);
- Depending on the circumstances, the parish priest may decide to give the catechist an opportunity to state his / her case as to why this action should not be taken (this explanation may be provided in this meeting or another meeting may be arranged if the catechist needs time to prepare his / her reasons);
- Ensure that the catechist returns his / her Catechist Authorisation Card (i.e. green card);
- Notify the school that the catechist is no longer authorised to teach Catholic SRE on behalf of the parish (and inform the catechist that this will be done).



Given the various protocols that the Church has adopted, it is not appropriate to allow the person to resign in situations where criminal charges may arise from his / her actions.

It must again be emphasised that the aforementioned information is general and will need to be adapted according to the circumstances of individual cases.

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.

The Confraternity and the parishes should both responsibly and respectfully use and manage the data entrusted to them in the normal conduct of duties. These include:

- the annual CCD statistical return with the Census,
- collecting information from a new catechist,
- checking details about a catechist from another diocese,
- contacting Catechists (e.g. Passing on telephone number or email address to the CCD)
- collecting information from students (e.g. surnames, seeking parental permission for photos to be used).

2) Parish Catechist Coordinator

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 link 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. Please refer to the Child Protection section starting on page 7.

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 clergy person” 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;
- understands 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.
- ⇒ Provides volunteers with the initial documentation (*SRE Teacher's Engagement Form* and *Working with Children Check Volunteer 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. They become 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.

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. The CCD holds two Coordinator meetings a year as well as various gatherings 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 (FEO) 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 to



attend meetings, help with recruitment, courses, assistance and visiting your schools. Please provide your FEO with all your current contact details including an **email address** which you can access (either personal or through the parish).

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. Invite them along to Catechist meetings and to visit the schools if possible.

CCD Publications

A vital task is to ensure that catechists have the appropriate teaching materials for use in the classroom. In Term 4, the coordinator 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. **Please also try to get Catechist emails so we can send out the newsletter electronically.**

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,
- the parish priest / administrator cannot attend the meeting, be sure to give him a copy of the agenda before the meeting is held,
- 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:



Item	Comment	Time
Prayer	Catechists may take it in turns to prepare a prayer. Alternatively, they may decide to use the reflection provided in the quarterly Catechist Newsletter.	5-10 minutes
Apologies	Always ask whether any catechist has sent an apology.	1 minute
Confirmation of minutes from previous meeting	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.	5 minutes
Business arising from the minutes	If there are any unresolved issues from the previous meeting they should be addressed at this point.	30 minutes
Parish Coordinator's Report	Brief members of the group on any developments in SRE since the last meeting (use catechist newsletter, information from Area Parish Catechist Coordinators Meetings).	10 minutes
School Coordinator's Reports	If necessary	5 minutes
Reports from individual catechists	Allow time for catechists to tell the group how they are going with their classes.	2 minutes per catechist (depending on size of group)
General Business	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.	10 minutes
Action	Finish the meeting by summarising any action (who? when? where?) that needs to occur before the next meeting. The Action Sheet (p. 11) may then be distributed with the minutes.	5 minutes
Prayer	Close the meeting with a simple prayer (e.g. Catechist's Prayer).	5 minutes
Time and date of next meeting	DO NOT FINISH UNTIL CATECHISTS ARE AWARE OF THE DETAILS FOR THE NEXT MEETING!	
Maximum time		90 minutes



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 Director also attends (on occasions when this is not possible, a Director'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.

Issue	When	Who	Where
E.g., Morning tea for	4th February 10:30am	All Catechists	Parish Hall

The Structure of Special Religious Education in New South Wales

Special Religious Education, also known as Scripture in New South Wales is governed by two key documents:

- ⇒ *The Education Act 1990*
- ⇒ *Implementing Special Religious Education: Guidelines for Schools, Providers of SRE and Parents.*

The Education Act 1990

The Education Act 1990 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 (K-6): *Christ Our Light And Life* (Student Activity Book and Teachers Manual)

Secondary(7-12): *Christ Our Light and Life* (Teachers Manual with Student Activities)

(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

Implementing Special Religious Education: Guidelines for Schools, Providers of SRE and Parents to give effect to the provisions of *The Education Act 1990*, 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 as follows:

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 organised 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 authorised SRE teachers at each school. If in doubt as to a SRE teacher's status, principals should request proof of authorisation 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 organisation of SRE classes and any changes in this organisation 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 utilised as a form of release from face to face teaching. If a religious persuasion is not authorised 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

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 28,000 students and has over 1900 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,
- provision of support materials for parish recruitment campaigns. Faith Education Officers available to speak at Mass to help recruit.
- helping you stay connected through our website:
www.ccdsydney.catholic.edu.au
- keeping you informed of CCD and Archdiocesan events provides catechist faith formation.

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 shows the areas to which parishes are assigned.

Your Faith Education Officers can be contacted at the Confraternity of Christian Doctrine:

Central, Eastern, Northern Polding Centre (02) 9390 5122

Southern: CCD Miranda (02) 9524 6400

Central/Western: CCD Smithfield (02) 9756 6638



Frequently Asked Questions

1. Can a catechist be exempted from Accreditation training? If so, what is the criteria and how is this done?

No one is exempt from at least Basic One accreditation. All other courses are optional.

2. How does CCD count the years of service?

The CCD counts the year of service from the year when the service began. Time is deducted by periods of absence.

3. Do previous years of teaching/volunteering count?

They count towards accreditation but not to years of service for our service awards, unless there was previous volunteer service as a catechist.

4. What if they moved from another parish/diocese/country?

They count towards accreditation and service.

5. What happens to periods when catechists paused volunteering to have a baby, work full time or travel interstate?

Previous years of service are still accounted for; however, the period of leave is not. Catechists who previously “resigned” have their record of service continued. Parish coordinators can request CCD to reinstate service records upon request.

6. What changes will CCD need to know in advance?

Please advise CCD of:

- Course and event bookings
- Correction in the spelling of catechist names in formal correspondence and certificates
- Change in the count of newsletters that CCD posts to their parish
- Parish priest reassignment

- Catechist coordinator reassignment
- Temporary contact person, phone number and address in case the coordinator will be away for two weeks or more
- Request for green authorisation cards and recruitment posters
- Changes in coordinator phone number, posting address and email address

7. How are certificates awarded for course completion?

Individual certificates of completion are posted to coordinators of catechists who complete Basic One & Two, Intermediate and Advanced Accreditation. On the other hand, individual subject completion of CMC courses are given or mailed directly to catechists. In addition, certificates for graduation of the full accreditation program (that is, Basic, Intermediate and Advanced Accreditation) and Catechist Ministry Course (CMC) program are awarded in the Annual Catechist Mass.

8. Do I have to forward the bulk email I received from CCD to the catechists in my parish?

Once coordinators inform CCD of catechist email addresses, coordinators usually do not need to forward bulk email correspondence from CCD.

CCD sends out two types of bulk email based on email address information in the CCD database. One type is for all catechists and another type for coordinators only this will be indicated in the subject line of the email.

9. How does CCD use the catechist age range supplied in the Annual Catechist Census?

The CCD uses the age range (e.g.: 50-59 years old) to plan services that better meet the needs of catechists. The age range is also used for insurance reference.



For convenience, CCD can also automatically calculate the age range if the date of birth is provided, say through the catechist course enrollment form.

10. Who do I call if I need more green cards or recruitment posters?

Please inform your Faith Education Officer or the CCD so they can arrange for more cards to be sent to you. Everyone including catechist helpers need to have a green card.

11. What should be done in case a catechist or a former catechist dies?

Please inform your Faith Education Officer so that the CCD can update their records to include the catechist in the Memorial Book of the Dead. It is nice to arrange for you or another catechist to write a short submission about the deceased catechist for the CCD notice board in the Catholic Weekly.

12. What do I do with the Census?

Mark the form with any changes, for example cross out any inactive catechists, correct spelling. Please return the form regardless even if there are no changes. When completing the census form if you run out of space in the catechist form please provide further information on another sheet. You may ask for a reprint in case you have lost the original copy.

3) Catechist Recruitment

Role Description for a Catechist

Essential Requirements

It is essential that all volunteer catechists carry out their tasks in accordance with the principles and values of the Catholic Church and:

1. Exercise due care for the safety and good behaviour of students when they are teaching and supervising them.
2. Exercise due care for the quality of the teaching given.
3. Be aware of and accept guidelines of Child Protection Legislation and any other relevant legislative provisions.
4. Cooperate willingly with the parish priest / administrator and / or parish assistant and with those he has appointed to share his responsibilities in fulfilling his duties for catechesis.
5. Attend accreditation workshops.
6. Use the authorised program – *Christ our Light and Life*.
7. Be available for half an hour each week of school terms for SRE lessons.
8. Be able to spend half an hour a week on lesson preparation.
9. Manage a group of students with support from the coordinator, class helpers, your CCD Faith Education Officer and other catechists.
10. Be aware of the role of a catechist as a partner with parents and parish in the religious education of the child.
11. Maintain and develop relationships with fellow catechists and others in the educational ministry of the parish and community of the school by attending catechist meetings for support information.
12. Be a representative of the parish community, to communicate with parents concerning relevant parish feasts and celebrations.



13) Have an interest in the students' over-all development including faith and the ability to enthuse students about God in the story of the Catholic Religion.

Introduction

Catechist recruitment is a key challenge for parish communities. Aware of this need, the Confraternity of Christian Doctrine (Archdiocese of Sydney) through the Area Faith Education Officer is available to assist parish communities in assisting the parish community in liaison with the Catechist Coordinator and Parish Priest in tailoring recruitment to meet their needs.

For further assistance, please contact the Area Faith Education or Sydney Office on [02] 9390 5122.

NB: In recruiting catechists, it is essential that issues pertaining to child protection be raised with those who express interest in becoming a catechist [See Child Protection in this Handbook.]

A Four Step Recruitment Process

STEP ONE: Plan the Recruitment Strategy

Prior to recruitment consider the following:

Organise a meeting at the Parish with all decision makers, people concerned and potential helpers. You may wish to involve:

- Parish priest / administrator;
- Religious Education Coordinator (if applicable);
- Interested Parishioners;
- Area Faith Education Officer;
- Parish Council Representative;
- Local Catholic Secondary High School (if applicable) as part of the High School Student Catechist Program.

The aim of this meeting is to brainstorm ideas for a parish recruitment strategy.

Below are suggested ideas for discussion:

- Raising needs of catechists e.g. shortage, filling classes, assistants, helpers;
- Identifying parishioners or parish groups who could be approached personally to become catechists;
- Focus of parish appeal for catechists;
- Planning the catechist appeal e.g. weekend, Catechist Sunday, speakers at Mass, seeking the assistance of the Area Faith Education Officer;
- Arranging a display in Church foyer;
- Prayers of the Faithful, Prayer Cards;
- CCD Posters and flyers or create your own;
- Newsletter and bulletin inclusions;
- Planning a follow-up procedure e.g. attaining details of potential catechist and following up at a later date;
- Arrange the induction, Authorisation Cards [Green Card] and Volunteer | Student Declaration Form and Orientation meeting for new Catechists, Assistants and helpers.

STEP TWO: Involve the Parish and turn Suspects into Prospects

Flowing on from the Recruitment Plan Meeting, create a "Catechist Awareness" campaign around the Parish Community. Parish Community includes the Mass, the Parish, local schools and various groups and movements.

It is important to highlight the work of the Catechists in the parish, show parishioners what is already being done and highlight the need for new catechists. This is done at several formats including [but not limited to] the following:



Mass

Pre-Recruitment Weekend:

- Parishioners are informed of the work of the catechists and the scheduled "Catechist Awareness" or Recruitment Weekend;
- Parishioners are invited to pray for the success of this Recruitment Weekend and prayers for catechists are included as part of the Prayers of the Faithful;
- Develop prayer cards or distribute CCD Prayer Partner Cards [available through the CCD or Area Faith Education Officer] and invite people to take one and pray the prayer for catechists and the work of SRE;
- Bulletin notice highlighting SRE in the parish; an appropriate time during Mass, give a talk to highlight the work of catechists.

Recruitment Weekend:

- Identified speakers are allocated to all Masses, suggested speakers include:
 - ⇒ Catechist as witness to his / her work in SRE;
 - ⇒ Student as witness in having SRE time regularly;
 - ⇒ Catechist coordinator, representative from the parish or Area Faith Education Officer.
- Affirm the work of catechists / giving a personal story;
- Explain the support for catechists from CCD;
- Invite people to become involved in a number of ways:-
 - ⇒ friend - talk about work as a catechist;
 - ⇒ prayer partner - pray for the success of SRE;
 - ⇒ class helper - extra pair of hands to support the catechist;
 - ⇒ co-teacher with another person or assistant to help prepare class lesson;
 - ⇒ teacher, taking class once a week;
 - ⇒ speak openly about commitment e.g. 30 minute classes plus preparation time
 - ⇒ resource people.

- Following the homily and prior to the Creed, catechists are called forward by name to receive a blessing (on Catechist Sunday or another suitable time or both).
- Special prayers for catechists included in Prayers of the Faithful.
- Clipboard for potential catechists – use promotional pamphlets.
- Place appeal for the above in Bulletin Notice.
- Morning tea after Mass for interested people.
- Table with Curriculum and relevant information.
- Presence of catechists with name badges to answer questions.
- Most importantly **APPROACH and ASK DIRECTLY – GATHER DETAILS and FOLLOW UP. Sometimes a 'NO' response may mean 'NOT NOW'.**

Local Private and Public Schools [Primary and Secondary]

- Establish rapport with local school community.
- Ask for inclusion at Parent and Teacher meetings and possible have a Catechist Stand. Invite parents to be catechists or assistants or helpers.
- Draft and send a newsletter inclusion about catechist recruitment to Public School (s) and Catholic School (s) in the parish asking for volunteers.
- If applicable speak to Religious Education Coordinator of Local Catholic High School for participation in the High School Student Catechist Program [contact Area Faith Education Officer for more details.]

Church Foyer [on-going]

- Prepare a brochure about the role of a catechist, including a contact telephone number for further enquiries and display prominently in the foyer of the church.
- Display images and captions showing catechists at work. N.B: Obtain permission from parents via the school for photos of children in SRE classes.
- Display CCD poster and other CCD information (e.g. recruitment brochure).
- Provide clipboard for names.



STEP THREE: Introduction of Potential Catechists to SRE

⇒ The Parish Priest or the Parish Administrator **MUST** discern the suitability of an interested or potential catechists in line with the Appointment Procedure [see Parish Priest | Administrator section].

Organise a meeting with the Parish Priest or Parish Administrator at which all relevant documentation is signed: *Working with Children Check Student | Volunteer Declaration*.

- ⇒ Authorisation Card (Green Card).
- ⇒ Explain what is involved in SRE.
- ⇒ Welcome new catechists to this ministry.
- ⇒ Inform new catechists of their roles and responsibilities.
- ⇒ Provide new catechists with an opportunity to ask questions and clarify concerns.

In the event that all new catechists are suitable, the following is recommended:

- ⇒ Encourage new and potential catechists to meet current catechists.
- ⇒ Invite new catechists to attend an organised Basic One course as facilitated by the Area Faith Education Officer. This Basic Level One will cover topics:
 - ⇒ Mission and Ministry of catechists.
 - ⇒ What is expected of a catechist?
 - ⇒ Classroom Management.
 - ⇒ Teaching the Curriculum.
 - ⇒ Demonstration Lesson.
 - ⇒ Child Protection and Code of Conduct.
 - ⇒ Observation Lessons [available upon request].
- Basic Catechesis.
- Upon completion of the Basic Level 1 new catechists are appointed to their respective role, school and class.
- Catechist Coordinators orientate new catechists on all school policies and procedures.

STEP FOUR: Commissioning of New Catechists – Official Recognition

The Parish Community gathers at a suitable weekend time namely at Sunday Mass or the Saturday Vigil to officially acknowledge the new catechist. This is called a **Commissioning Ceremony**. It may be delayed till Catechist Sunday but is held at a suitable and convenient time for the Parish Community and the new catechist.

- At Mass, prior to the Creed, an induction and blessing for the new catechist (s).
- Catechists' take a pledge and parishioners pledge to support the catechist by prayer and interest in their work.
- Parish Priest presents the catechist (s) with their Teacher Manual.
- Organise a morning or evening tea for catechists, supporters and parishioners.
- The parish priest / administrator ensures that all catechists going into the school have a signed Authorisation Card (Green Card). These cards could be presented at the Mass.
- The Catechist Coordinator ensures that the names of new catechists are provided to the relevant school (s). Ensuring that each catechist has signed a letter stating that he/she is permitted to teach Special Religious Education in public schools.



Checklist

- ☐ Have those involved in SRE in the parish sat down to plan a procedure?
- ☐ Has the parish priest or designated person made an appeal at Mass?
- ☐ Has a notice calling for catechists been put up?
- ☐ Have parishioners been informed of catechists' needs?
- ☐ Have invitations been sent to potential catechists?
- ☐ Have the weekly Prayers of the Faithful included prayers for catechists?
- ☐ Have potential catechists met with the parish priest / administrator and catechist coordinator?
- ☐ Have potential catechists signed the Working with Children Check Volunteer Declaration Form ?
- ☐ Have potential catechists signed SRE Teacher's Engagement Forms?
- ☐ Has the parish priest / administrator signed Authorisation Cards?
- ☐ Has the new catechist signed an Authorisation Card?
- ☐ Has the parish priest submitted confirmation of all approved catechists to the school?
- ☐ Have potential catechists attended an orientation meeting?
- ☐ Has commissioning taken place?

4. APPENDICIES

INSERT FOR THE PARISH AND CATHOLIC SCHOOL NEWSLETTERS

SPREADING THE GOOD NEWS

Are you interested in working as a volunteer? Maybe you might like to teach Religion / Scripture to the Catholic students in our local public school.

If so, please contact _____, our parish priest / administrator on telephone number: _____ or

_____, our catechist Coordinator on telephone number: _____

INSERT FOR THE PUBLIC SCHOOL NEWSLETTER

SPREADING THE GOOD NEWS

Are you interested in working as a volunteer catechist with the Catholic students in our school? At present Year _____ is without a catechist. If

you can help please contact: _____, our parish priest / administrator on telephone number: _____ or our

catechist coordinator on telephone number: _____

Prayer for Catechists

God, our Creator,

We thank you for our precious gift of faith.

May our faith continue to grow through the power of the Holy Spirit within us.

Lead us to share our faith with others;

Lead us to be open to the ministry of spreading the Good News to Catholic children in public schools.

We ask this prayer through Christ our Lord.

Amen.



Sample Recruitment Material

These are only suggestions. Please avoid “Catechist Needed” or “Volunteers Needed”. Plan a catchy headline that creates a sense of inquiry or interest.

How can YOU make a difference?

Share your belief in God and the joy of knowing Jesus by becoming a Catechist. There is a temporary position at <<insert school name>> teaching scripture to a group of <<year group>> children every <<day and time>>.

God send us a Scripture Teacher

“Dear God, please send us a scripture teacher.

We will work hard, pay attention and do really good drawings.

We miss hearing stories about Jesus.

Do you think we can please have a new teacher soon?”

A message from the<<year group (s)>> Catholic children at <school name>>.

These lovely children have no scripture teacher for <<day and times>>.

Will you answer their prayer? Training and resources provided, contact <<contact details>>.

Is God worth half an hour a week?

As you plan for the New Year, please consider committing 30 minutes a week to being a catechist in your local public school. The future of the Church depends on spreading God’s loving message to new generations. You will receive training, class materials and support. There is no pay, however your personal satisfaction as you share the faith journey of children is a gift beyond measure. Please think seriously if God is worth 30 minutes a week. See <<contact details>>

A SAMPLE STATEMENT OF RESPONSIBILITIES FOR THE PARISH CATECHIST COORDINATOR

(This will need to be adapted for use in your parish)

N.B.: It is anticipated that this statement will be modified to reflect the needs of the local parish community.

Mission

The parish catechist coordinator assists the parish priest in coordinating the provision of Special Religious Education in public schools in accordance with the *New South Wales Education Act 1990*.

Reporting Relationships

The parish catechist coordinator reports to the parish priest in all matters pertaining to Special Religious Education in public schools.

Responsibilities

In addition to assuming overall responsibility for the coordination of Special Religious Education within the parish community, the parish catechist coordinator assumes special responsibilities in the following areas:

- Coordination of the staffing of Special Religious Education classes in public schools;
- Ensuring that catechists have the required material (e.g. Christ Our Light And life program, To Know, Worship and Love Resource Folder and Curriculum Document) so that they are able to teach effectively;
- Encouraging the faith formation and training of catechists (as provided by the Confraternity of Christian Doctrine- Archdiocese of Sydney);
- Keeping the parish priest / administrator and parish catechist group informed of developments pertaining to Special Religious Education (as notified by the Confraternity of Christian Doctrine- Archdiocese of Sydney);
- Liaison with the Confraternity of Christian Doctrine (Archdiocese of Sydney);
- Liaison with the local public schools in matters pertaining to Special Religious Education;
- Liaising with other Christian denominations from time to time (e.g. Christmas, Easter);
- Ensuring that each catechist has signed a letter stating that he/she is permitted to teach Special Religious Education in public schools;
- Assisting the parish priest/administrator to ensure that each catechist has an Authorisation Card.



Letter of Appointment to the Volunteer Catechist

PARISH LETTERHEAD

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 (CCI Ltd) 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 Educations 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:

- ⇒ an act of violence towards another person; or
- ⇒ sexual assault; or
- ⇒ any offence against a minor person; or
- ⇒ 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 _____



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: _____

PARISH
STAMP



VOLUNTEER/STUDENT DECLARATION

An easier way? Complete this form online at check.kids.nsw.gov.au

Volunteers who mentor disadvantaged children or who provide intimate personal care to disabled children should use the Applicant Declaration and Consent rather than the Volunteer/Student Declaration.

Personal Details:

Name:

Family name: _____

First name: _____ Other given name(s): _____

Previous names/aliases:

Family name: _____

First name: _____ Other given name(s): _____

Family name: _____

First name: _____ Other given name(s): _____

Residential address:

Address Line 1: _____

Address Line 2: _____

Suburb/Town: _____ State: _____ Postcode: _____

Country: _____

Contact:

Phone: _____ Mobile: _____

Email: _____

Date of birth: _____ Gender: _____

Place of birth:

Suburb/Town: _____ State: _____

Country: _____

Identifying document:

If you used one of these documents to verify your identity, please fill in these details

Licence Type: ☐ Driver's License ☐ Firearms License

Issuing Agency: ☐ Australian Capital Territory ☐ New South Wales ☐ Northern Territory

☐ Queensland ☐ South Australia ☐ Tasmania

☐ Victoria ☐ Western Australia ☐ Australian Army

☐ Commonwealth of Australia ☐ Defence Force Academy ☐ Australian Navy

☐ Australian RAAF ☐ Issued by a country other than Australia ☐ Other

Licence number: _____

Passport Type: ☐ Private ☐ Government ☐ UN Refugee

Issuing Country: _____

Passport number: _____

Form available at : <https://check.kids.nsw.gov.au/volunteer-declaration.php>

Position details:

Title of child-related position: _____

Name of organisation you are volunteering for: _____

Address of this organisation (if known): _____

I am a parent or guardian of a participating child (y/n): _____

I am a volunteer or student on placement (y/n): _____

It is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child-related employment, or to sign this declaration. A prohibited person is a person who is convicted of the following (whether in NSW or elsewhere):

- murder of a child
- serious sex offence, including carnal knowledge
- child-related personal violence offence (an offence committed by an adult involving intentionally wounding or causing grievous bodily harm to a child)
- indecency offences punishable by imprisonment of 12 months or more
- kidnapping (unless the offender is or has been the child's parent or carer)
- offences connected with child prostitution
- possession, distribution or publication of child pornography; or
- attempt, conspiracy or incitement to commit the above offences.

A prohibited person includes a Registrable person under the *Child Protection (Offenders Registration) Act 2000*.

Details of these offences can be found online at Working With Children Employer Guidelines Fact sheet 1. A conviction includes a finding that the charge for an offence is proven, or that a person is guilty of an offence, even though the court does not proceed to a conviction.

Declaration:

- ☐ I have read and understood the information above about prohibited persons. I am aware that it is an offence to make a false statement on this form.
- ☐ I declare that I am not a prohibited person under the *Commission for Children and Young People Act 1998*.
- ☐ I consent to the Commission for Children and Young People checking my relevant criminal records, to verify these statements. 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*.

Signature: _____

Date: _____

Employer to Complete:

- ☐ I have sighted photo identification for this person

Signature: _____

Date: _____

Name: _____ Position: _____

What should I do next? Once you have completed your details, you will need to sign the printed form and provide the signed form to your employer/volunteer organisation. You may also wish to retain a copy for your records.



Authorisation Card



CATHOLIC CHURCH
ARCHDIOCESE OF SYDNEY
AUTHORISATION CERTIFICATE
SPECIAL RELIGIOUS EDUCATION

Front

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 _____

Inside

TEACHER'S UNDERTAKING

I commit myself to:

- Value the dignity of each child
- Deepen my union with Christ in the Church
- Prepare my lessons to the best of my ability
- Attend classes regularly and punctually
- Participate in teacher development opportunities
- Co-operate with Church appointed SRE authorities

Signed _____ Date: _____

TO BE RETURNED TO PARISH PRIEST/ADMINISTRATOR
WHEN YOU CEASE BEING AN SRE TEACHER IN THIS PARISH.

ARCHDIOCESAN OFFICE (02) 9390 5122

[Back](#)



CCD PUBLICATIONS ORDER FORM 2011

ABN : 48 014 058 724

Name of Parish: _____

Postal Address

Suburb & State

Postcode

Email: _____



ABN: _____

Contact Person: Fr/Sr/Br/Mrs/Miss/Ms/Mr _____

Telephone: (____) _____

Delivery Address IF different from above:

Suburb & State

Postcode

Your Account ID Number

ORDER NUMBER:

OFFICE USE ONLY

I agree to the Conditions of Sale shown overleaf.

Order authorised by: *Parish Priest / Parish Secretary / Coordinator*

Please post to:

Sydney Catholic Books & Resources

PO Box A286

SYDNEY SOUTH NSW 1235



CHRIST OUR LIGHT AND LIFE

GST NOT APPLICABLE

PRIMARY PROGRAMS

TITLE	CODE	PRICE	QUANTITY	\$ TOTAL
KINDERGARTEN - 3rd Edition				
Teachers' Manual	710			\$
Children's Activity Book	711			\$
Year 1 (STAGE 1A) - 3rd Edition				
Teachers' Manual	720			\$
Children's Activity Book	721			\$
Year 2 (STAGE 1B) - 3rd Edition				
Teachers' Manual	730			\$
Children's Activity Book	731			\$
Year 3 (STAGE 2A) - 3rd Edition				
Teachers' Manual	740			\$
Children's Activity Book	741			\$
Year 4 (STAGE 2B) - 3rd Edition				
Teachers' Manual	750			\$
Children's Activity Book	751			\$
Year 5 (STAGE 3A) - 3rd Edition				
Teachers' Manual	760			\$
Children's Activity Book	761			\$
Year 6 (STAGE 3B)- 3rd Edition				
Teachers' Manual	770			\$
Children's Activity Book	771			\$
FOLDERS				
	780			\$
MUSIC				
CD	781			\$
Music Book for CD	782			\$
Let's Sing Sing Sing Vol 1	783			\$
	Sub Total Primary:			\$

**OFFICE USE
ONLY**

SECONDARY PROGRAMS

TITLE	CODE	PRICE	QUANTITY	\$ TOTAL
Year 7 (Stage 4A)	805			\$
Year 8 (Stage 4B)	810			\$
Year 9 (Stage 5A)	815			
Year 10 (Stage 5B)	820			\$
	Sub Total Secondary:			\$

SACRAMENTAL PROGRAMS

TITLE	CODE	PRICE	QUANTITY	\$ TOTAL
Reconciliation in God's Family				
Teachers' Manual	1220			\$
Children's Activity Book	1219			\$
Eucharist in God's Family				
Teachers' Manual	1222			\$
Children's Activity Book	1221			\$
Partners - RECONCILIATION				
Parent and Child Sheet No. 1	340			\$
Parent and Child Sheet No. 2	341			\$
Parent and Child Sheet No. 3	342			\$
Parent and Child Sheet No. 4	343			\$
Parent and Child Sheet No. 5	344			\$
Parent and Child Sheet No. 6	345			\$
Leaders' Handbook	1216			\$
Partners - EUCHARIST				
Parent and Child Sheet No. 1	346			\$
Parent and Child Sheet No. 2	347			\$
Parent and Child Sheet No. 3	348			\$
Parent and Child Sheet No. 4	349			\$
Parent and Child Sheet No. 5	350			\$
Parent and Child Sheet No. 6	351			\$
Leaders' Handbook	1218			\$
Partners Program Covers	1215			\$
	Sub Total Sacramental:			\$
	Total Order :			



SYDNEY CATHOLIC BOOKS & RESOURCES

CONDITIONS OF SALE

Being a non-profit organisation and at the same time trading commercially we rely very much on cash coming in. To help us maintain our services at the same high standard we ask you to comply with the following conditions of sale.

1. Account Payment

As an account customer, we expect you to pay your account debt in 30 days. If you experience any hardship caused by circumstances and are unable to meet your obligation, please do not hesitate to contact us.

Please do not pay in advance as there is no discount on doing so. In addition to that the postage needs to be calculated on an order to order basis.

2. Delivery

We deliver using a courier as the most cost-effective method for you, our customer. Bulk orders may be picked up by prior arrangement with SCBR.

3. Orders

It will make our job easier and more efficient if the bulk orders for the start of the school year are made on the 2011 Order Form supplied. This form may also be used for any orders placed throughout the year.

Please DO NOT use Order Forms from previous years, changes have been made to the program that are not reflected on these forms.

Orders may also be faxed to this office on
(02) 9283 5146 or email to books@ccdsydney.catholic.edu.au

4. Returns

We will be quite happy to replace, free of charge, any goods damaged in transit or incorrectly supplied.
Any over orders on your part should be kept for the following year.

FOR MORE INFORMATION:

Call us on 1300 365 130 (for the cost of a local call outside the Sydney Metropolitan Area) to find out more about our wide range of catechist materials, piety goods and general religious reading available through the Sydney Catholic Books and Resources.

www.sydneycatholicbooks.org.au
Tel: 02 9390 5130 Fax: 02 9283 5146

OFFICE USE ONLY				
No of Boxes (Address Labels)		Circle one of the colours below		
No of Fastway Labels and Colour		Black	Lime	
		Green	Red	Orange
If Green, Red or Orange number of Excess Labels required		Excess	Excess	Excess
Delivery Charge \$				

SYDNEY CATHOLIC BOOKS & RESOURCES

ABN 48 014 058 724

Originally founded as a resource centre and lending library for catechists, the Catechist Centre, as it was known in 1966, supplied catechetical aids that conformed to the *Joy For Living (JFL)* syllabus. The *JFL* series was a Confraternity of Christian Doctrine (CCD) publication and had ecclesiastical approval for use in the Archdiocese of Sydney. It also met the requirements of the New South Wales Department of Education and Training for use in special religious education classrooms.

In 1999 the Centre was renamed *Sydney Catholic Books & Resources (SCB&R)* with its major emphasis continuing to be the supply of the *JFL* series to parishes. *SCB&R* then expanded its range and now offers books on spirituality and scripture, as well as devotional items and gifts for special occasions such as Baptism, First Communion and Confirmation.

2006 saw the introduction of the new curriculum series *Christ our Light and Life* designed for use as the main resource of Special Religious Education (SRE) for Catholic children attending public schools, replacing the *JFL* syllabus. The series is for parents, priests, catechists and others involved in the ministry of special religious education. It will be most effective in teaching contexts committed to the Gospel of Christ, to Sacred Tradition, and to the magisterium of Christ's Church. The series has been edited and updated and a more concise and age related 3rd edition is now available.

Bookshop staff offer friendly advice and service to assist with every aspect of apostolic work and provide teaching aids purchased from a number of catechetical centres throughout the world.

Visit the Polding Centre bookshop

Level 6, 133 Liverpool Street, Sydney

Monday to Friday 10:00am – 3:00pm

Phone (02) 9390 5130

Fax (02) 9283 5146

Email books@ccdsydney.catholic.edu.au

Online purchases: www.sydneycatholicbooks.org.au

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.**



Produced by:

**Confraternity of Christian Doctrine (Archdiocese of Sydney)
Level 6, 133 Liverpool St Sydney 2000**

Telephone: (02) 9390 5122 Fax: (02) 9283 5146

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