

## SAMPLE OUTLINE OF VOLUNTEER HANDBOOK

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

*(will be discussed and advisement given through the director)*

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

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

**Volunteer Handbook Form To Return To Religious Education Office**

Parish:

Address:

Phone:

Fax:

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

I have the following questions:

I have the following concerns:

I have the following comments:

I am interested in catechist certification:

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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