This volume in *The Effective Catechetical Leader* series focuses on the person of the catechetical leader. In this ministry, you are not a functionary. You are a disciple of Christ coordinating your faith community’s efforts to form other disciples of Christ. Before you focus on what you need to KNOW and what you need to DO, this book helps you focus on who you need to BE as a catechetical leader.

### Annotated Table of Contents

1. **It All Begins with Jesus – The Call to Discipleship**: The call to catechetical ministry is preceded by the call to discipleship. To be an effective catechetical leader, you need to be a disciple of Jesus Christ. This chapter explores what it means to be a disciple of Christ and touches on themes of the New Evangelization.

2. **Disciples in Action – God’s Mission, the Church & the Ministry of Catechesis**: The Church does not have a mission. God has a mission. And that mission has a Church. This chapter identifies what God’s mission is, how and why God entrusted his mission to the Church, and how the catechetical ministry flows from God’s mission as it is proclaimed to us in the Eucharist.

3. **You Are Called by Name – The Vocation of the Parish Catechetical leader**: At one time, the word vocation was thought of as only pertaining to priests and religious. Today, we recognize that all people have a vocation. This chapter explores the vocation of the catechist and the ramifications of seeing the role of the parish catechetical minister as a vocation rooted in baptism, not as a function or job. Attention is also given to ongoing discernment and spiritual reflection.

4. **The Three-Dimensional Parish Catechetical leader – Being, Knowing, and Doing**: Before focusing on what a catechetical leader needs to KNOW and what a catechetical leader needs to DO, the effective catechetical leader needs to focus on who he or she needs to BE as a catechetical leader: who s/he is and what gifts s/he brings to the ministry. This chapter explores the spirituality of the catechist, identifying and articulating six characteristics of the spirituality of the catechist.

5. **Practicing the Art of Being – Spirituality & Spiritual Awareness**: Spirituality is not a passive reality...it is something that needs to be practiced and paid attention to. This chapter explores what spirituality
is and identifies tips for maintaining spiritual wellness in the Catholic Tradition with an emphasis on the centrality of the Eucharist.

6. **No Lone Rangers Need Apply – Lay Ecclesial Ministry:** Serving as a catechetical leader is not a solo endeavor. As lay ecclesial ministers, catechetical leaders have a unique relationship to the Church, the bishop, the diocese, and the pastor/parish life director. This chapter explores the reality and ramifications of lay ecclesial ministry.

7. **Two Sides of the Same Coin – A Covenant Relationship:** Parish catechetical leaders take on many responsibilities beyond organizing the RE program. These responsibilities can take the form of volunteer, part-time, or full-time positions. In each case, responsibilities must be spelled out. In addition, the Church owes it to catechetical leaders to form them and to provide a fair wage and other forms of support. This chapter explores the practical realities of employment in the Church, including the reality of working with a pastor with whom you do not see eye-to-eye.

8. **From Surviving to Thriving – Maintaining Personal and Professional Balance:** It is all too common for catechetical leaders, as well as other pastoral ministers, to become overwhelmed by the responsibilities of their role. This chapter explores basic “survival” tips for maintaining both personal and professional balance including spiritual direction/accompaniment and reflection on the *Imago Dei*.

9. **Not “Me and God” but “We and God” – Finding Support:** The catechetical leader is strengthened and nourished by a network of relationships. This chapter explores the many individuals, groups, and networks (including national networks) that a catechetical leader can and should participate in to find support, nourishment, and growth and to develop professionalism and expand one’s vision and perspective.

10. **How Would Jesus Approach My Role? – Leading with Virtue & Humility:** While catechetical leaders can draw some strategies and wisdom from the business world, the reality is, ministry is a totally different creature. This chapter explores principles for effective leadership in a ministerial setting.
Developing Disciples of Christ
Understanding the Critical Relationship between Catechesis and Evangelization
by Julianne Stanz

This volume in The Effective Catechetical Leader series focuses on Evangelization and Catechesis. In Catechesi Tradendae, St. Pope John Paul II reminded us that catechesis is a moment – “a very remarkable one – in the whole process of evangelization.” (18) In other words, evangelization and catechesis go hand in hand and cannot be separated. This book explores an understanding of evangelization, the “New Evangelization,” and the place of catechesis within the Church’s mission to evangelize.

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1. What, On Earth, Are We Doing? – The Church Exists to Evangelize: Pope Paul VI made it very clear, in his encyclical Evangelii Nuntiandi, that the Church “exists to evangelize.” This chapter explores the Church’s mission to evangelize the world and identifies a Catholic understanding of Evangelization that is grounded in Scripture and Tradition. A brief historical overview of the waves of evangelization traces the protagonists of the new evangelization and explores their relationship to ministers today.

2. New Times Call for New Ways– The New Evangelization: In recent times, the Church has awakened to the fact that many people in countries previously “evangelized” have not themselves been evangelized. St. Pope John Paul II famously called for a “New Evangelization.” This chapter describes the audiences of the new evangelization, the present situation and the challenges we face in the world today and how a New Evangelization – new in its method, ardor, and expressions – will address these challenges.

3. The Kerygma- The “Who” “What” and “Why”– What We Believe About Jesus and His Church: The Good News or kerygma is the heart of the Gospel, leads to conversion, and draws people into relationship with Jesus Christ. The aim of catechesis is to promote intimacy with Jesus Christ and his Church and it is in the kerygma that the disciple is awakened to relationship with Jesus Christ. We proclaim a person, not a doctrine. This chapter outlines the kerygma and its application to the evangelization and catechetical process.
4. No More Sitting Around and Waiting – Evangelization, Discipleship and Mission: The buzzword in the Church today is “intentionality.” The goal of evangelization is to create intentional disciples of Jesus Christ who go out and share their faith with others. This chapter explores what it means to live as a disciple of Christ and identifies some of the ways that evangelization and catechesis work together to form such intentional disciples.

5. Enter Catechesis – Catechesis as a Moment in Evangelization: Catechesis is too often understood as the transmission of information when, in reality, it is an apprenticeship into a way of life within the context of a relationship with Jesus Christ. This chapter provides a basic understanding of catechesis as all the ways that the Church forms disciples of Christ and continues to nurture them along the journey of faith.

6. The “How” of Catechesis – Divine Pedagogy, Human Methodology, and the Six Tasks of Catechesis: When it comes to catechesis, content and methodology cannot be separated. While the content of our faith must be presented faithfully, it is also imperative that it is presented effectively to engage those receiving it. This chapter explores how God himself revealed his Truth to the world (divine pedagogy) and explores the six tasks of catechesis.

7. How Catechesis Should “Feel” and “Flow” – Catechesis and the Catechumenate: Effective catechesis is characterized by a “feel and flow” – a rhythm that takes its cues more from the liturgy and the catechumenate than from the world of academia. The relationship in catechesis is not so much teacher-student as much as it is mentor-apprentice. This chapter explores how the catechumenate serves to inspire all catechesis which is to draw from the language of mystery celebrated in the sacraments.

8. Put on Your Own Oxygen Mask First – The Primacy of Adult Catechesis: Too often, catechesis is thought of as something directed primarily toward children when, in reality, the General Directory for Catechesis and other Church documents state clearly that adult catechesis is to be the central form of catechesis toward which all other catechesis is oriented. This chapter explores the primacy of adult catechesis, principles, and methodologies for adult faith formation.

9. Go Set the World on Fire – Catechesis as Seen Through an Evangelizing Lens: St. Ignatius of Loyola urged his followers to, “Go set the world on fire!” Too often, our approach to faith formation lacks the fire or energy that it deserves. This chapter identifies opportunities for the catechetical leader to ensure that every aspect of the faith formation program communicates a sense of passion, energy, inspiration, and mission.

10. Your Catechetical Bookshelf – Church Documents on Evangelization and Catechesis: As catechetical ministers, we are backed by authority – the authority of the Church. Our Tradition provides us with numerous documents that guide and enlighten our catechetical efforts. This chapter acts as an
annotated bibliography of Church documents on evangelization and catechesis that every catechetical leader should be aware of.
THE EFFECTIVE CATECHETICAL LEADER
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Catechetical Leadership
What It Should Look Like, How It Should Work, and Whom It Should Serve
by Adrián Alberto Herrera

This volume in The Effective Catechetical Leader series focuses on the skills and competencies needed for pastoral leadership. The ministry of catechesis is critical to the mission of the Church. To that end, it requires leadership that can organize and animate the catechetical enterprise. The National Directory for Catechesis reminds us that “The single most critical factor in an effective parish catechetical program is the leadership of a professionally trained parish catechetical leader.” (54) As a catechetical leader, you are called to exercise this heroic leadership.

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1. Put Away the Pedestal – What Leadership in Ministry Looks Like: Leadership is too often thought of as a position of power over others. Jesus, however, gives us a very different model of leadership by showing us that leadership is about service. For Catholics, leadership is Eucharistic: it flows from a sense of gratitude and takes the form of self-giving. This chapter focuses on the concept of “servant leadership” and how leadership in ministry differs from leadership models in the business world.

2. Where Are You Taking Us? – Leadership and Articulating a Vision: Catechetical leadership serves the mission of the Church, meaning that it is imperative for the catechetical leader to embrace and articulate the Church’s mission: to evangelize and transform the world to better reflect the Reign of God. This chapter identifies how an effective leader creates a sense of urgency and “paints a picture” (articulates a vision) of what the future can and should look like if everyone works together toward the same end.

3. Avoiding the Superhero Approach – Leadership, Collaboration, and Delegation: Effective leadership is not a “one-person show.” Churches and pastoral ministers too often suffer from a “silo mentality.” The effective catechetical leader needs to rely on the intelligence and resourcefulness of others. This chapter identifies skills for collaborative ministry and delegation of authority and responsibility.

4. Got What It Takes – Leaderships and Core Competencies: It’s not hard to think of great leaders and to identify the qualities and skills that they possess in common. Catechetical leaders possess specific qualities and skills that enable them to lead effectively. This chapter examines specific core
competencies – human, spiritual, intellectual, and pastoral – that are required of pastoral ministers in general and catechetical leaders in particular.

5. If It Takes a Village, Better Build One – Leadership and Fostering Communio: Ultimately, ministry is about building relationships: with one another and with the Lord Jesus Christ. This chapter focuses on how the catechetical leader builds unity that respects and celebrates diversity and builds communion – an understanding of community that includes but goes far beyond fellowship.

6. Let No One Disregard You – Leadership and Legitimate Authority: Authority and power are not to be confused. While catechetical leaders are called to be servant leaders – not lording power over others – they are also called to lead with authority – to direct others. To be in authority is to be the one who guarantees the validity or authenticity of something written or spoken, thus making it possible to act accordingly. This chapter addresses abuse of power but primarily explores the skills for exercising legitimate authority in a ministerial setting so that people can respond to God’s call to holiness.

7. Getting to Know the Terrain – Leadership in a Changing Landscape: Catechetical leadership does not take place in a vacuum. The world in which we do our ministry is highly complex and rapidly changing. The effective catechetical leader has his/her fingers on the pulse of the world and works to understand the factors that are at work in the lives of those he/she serves. This chapter explores the changing parish landscape, the state of the family, ethnic and cultural realities, and technological advances – all factors that affect how ministry is done and how leadership must adapt to be effective.

8. Make Up Your Mind – Leadership and Decision Making: There’s a reason that leaders often have a sign on their desk or wall that says, “The buck stops here.” Leaders are called upon to make decisions. We expect leaders to be decisive. This chapter explores skills for decision-making in the ministerial setting and differentiates decisiveness from autocracy on the one hand and collaborative decision-making from indecisiveness on the other.

9. Smoothing Out the Rough Spots – Leadership and Conflict: It is an understatement to say that leadership is not easy! Catechetical leaders are called to make difficult decisions, some of which will necessarily lead to conflict. This chapter explores how to pastorally handle difficult situations and conflict to build community and advance the catechetical enterprise and the mission of the Church.

10. Unabashedly Catholic – Leadership and Robust Catholic Identity: Bishop Robert Barron warns of what he refers to as a tendency toward “beige Catholicism” – a bland version of Catholicism that waters down our Catholic identity to blend in with society. The effective catechetical leader embraces and articulates a robust (but not triumphal) Catholic identity. This chapter identifies principles of Catholic identity and highlights how a catechetical leader can utilize the power of sign and symbol to inspire and lead.
Cultivating Your Catechists
How to Recruit, Encourage, and Retain Successful Catechists
by Jayne Ragasa-Mondoy

This volume in The Effective Catechetical Leader series focuses on nurturing the vocation of the catechist. The General Directory for Catechesis reminds us that, “No methodology, no matter how well tested, can dispense with the person of the catechist in every phase of the catechetical process.” (156) As such, it is imperative that catechetical leaders do everything in their power to call quality candidates to the vocation of catechist, provide formation and training, and nurture their vocation at every step of the way.

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1. More Than Volunteerism – The Vocation of the Catechist: To serve as a catechist is much more than volunteerism – it is a vocation. To be called to serve as a catechist is to accept a call to live as a disciple of Jesus and to formally teach others to do the same on a weekly basis. It is to surround families with a community of believers who understand and practice the faith. This chapter explores the responsibility of the catechetical leader to call people to the vocation of serving as a catechist.

2. The Right Stuff – A Catechist’s Role Description: Not all who are good-hearted and willing are called to serve as catechists. Those called to serve as catechists must have specific qualities and skills to be able to effectively engage in what must be presented as a noble and heroic task. This chapter identifies and fleshes out those qualities and skills that go into the role description of a catechist and how the catechist and catechetical leader relate to one another.

3. Getting People to Say Yes – Strategies for Recruiting Catechists: Perhaps the most daunting task of the catechetical leader is the successful calling (recruitment) of quality candidates to serve as catechists. The catechetical leader finds great potential in recruiting catechists as part of the parish stewardship or pastoral plan. This chapter explores effective strategies for recruiting catechists, identifies potential pools of potential catechists, and identifies what motivates people to give of their time to participate in noble causes.

4. Laying the Foundation – Formation and Training of Catechists: Beginning catechists often approach the start of their ministry with great trepidation since most catechists are not professional teachers. Catechist training and formation is one of the most powerful ways that a catechetical leader can bring
honor and nobility to the vocation of the catechist and prepare certain individuals to move into leadership roles themselves. This chapter identifies ways that the catechetical leader can form catechists with the confidence and skills they need to be effective.

5. **Cultural Diversity – Mining the Rich Cultures of Catechists:** Fostering vocations to the ministry of catechesis requires an awareness of the ethnic and cultural diversity of the community. This chapter identifies ways that the catechetical leader can celebrate the cultural diversity of its catechists, promote enculturation of the Gospel message, and foster vocations to the ministry of catechesis by drawing from the unique ethnic and cultural gifts of the community.

6. **Care and Feeding – Ongoing Formation of Catechists:** The Church owes it to catechists to provide them with quality formation so that they can grow in their own relationship with the Lord, in knowledge of the Catholic faith, and in methodologies and techniques for effectively engaging participants in catechetical experiences that lead to not only the transmission of information but also the facilitation of an encounter with Christ that leads to transformation. This chapter focuses on how the catechetical leader provides ongoing formation for catechists that focuses on three dimensions: being, knowing, and doing.

7. **Doing it “By the Book” – Supervision, Evaluation, and Record Keeping:** The catechetical leader is called to follow procedures that enables his or her successor to build on the work he or she has done, especially in relation to the development of catechists. This chapter explores how the catechetical leader can employ effective strategies for supervising, evaluating, providing feedback, and keeping records of each catechist.

8. **It’s Rarely Simple – Handling Difficult Situations:** The supervision of human beings inevitably involves experiences of conflict. Catechetical leaders are not exempt from this reality. This chapter explores the various types of difficulties that a catechetical leader may encounter when working with catechists as well as strategies for managing conflict and troubleshooting difficult situations, including the removal of an ineffective catechist.

9. **Retaining Catechists – Support, Collaboration, Affirmation, and Public Recognition:** Since most catechists are not paid for their ministry, it is up to the catechetical leader to provide alternative ways of affirming them for the work they do. This chapter identifies strategies for the catechetical leader to communicate support and affirmation for catechists as well as ways to raise up the role of the catechist through public recognition.

10. **No One Is an Island – Building and Nursing a Catechetical Community:** Catechists benefit from the recognition that they belong to a unique catechetical community in which they can find support, encouragement, and inspiration. This chapter identifies ways that the catechetical leader can build a catechetical community that nurtures the vocation of the catechist within a community of believers that understands itself as being a catechizing community.
Excellence in Ministry
Best Practices for Successful Catechetical Leadership
by Tom Quinlan

This volume in The Effective Catechetical Leader series focuses on best practices for successful catechetical leadership. Effective leadership always builds on the shoulders of those who have gone before while at the same time creating innovative approaches for an ever-changing landscape and ministry. Catechetical leadership requires that an individual possess and develop skills and strategies for animating a faith community to grow in discipleship to Jesus Christ through comprehensive faith formation. This book shares time-tested skills and strategies while also identifying and proposing new approaches for leadership in the emerging church.

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1. Forming and Sharing the Vision: Catechetical leadership involves so much more than just ordering textbooks and arranging class lists for the children’s RE program. Faith formation is a lifelong endeavor for people of all ages and for families and is a multi-dimensional reality that is ultimately an apprenticeship into discipleship – a way of life that involves word, worship, service, and community. This chapter focuses on the need for developing a vision statement for faith formation and assembling a catechetical advisory board to assist in the development and implementation of that vision.

2. Planning and Evaluating Catechetical Ministries: The catechetical leader develops plans to ensure that each component of the catechetical enterprise is given proper attention and preparation. Likewise, catechetical programs need to continually grow and change to meet the needs of all those we serve. This chapter walks the catechetical leader through the catechetical year and maps out a general timeline that catechetical leaders can adapt to their own unique, local circumstances while also exploring strategies for conducting evaluation of the catechetical program.

3. Fitting within Church Structures: Each parish and its catechetical program are unique. The catechetical leader needs to become familiar with the catechetical model being employed in the parish to best lead it. This chapter focuses on various catechetical models as well as how the leader and the program are affected by/interact with diocesan structures and guidelines, canon law, local, regional, and national catechetical organizations, co-workers, pastors, parish pastoral councils, and other volunteers.
4. Catechetical Resources and Models: Selecting textbooks, video resources, Web resources, and other resources requires a great deal of thought and a clear vision of what resources will best serve the parish’s catechetical mission. This chapter discusses the criteria involved in selecting catechetical textbooks and other resources. Attention is also given to the Bishops’ process for conformity with the *Catechism* and diocesan curriculum guidelines.

5. Operational Aspects – Out Front and Behind the Scenes: Catechetical leadership involves administrative skills such as record keeping, budgeting, fundraising, progress reports, registration, medical procedures, emergencies, transfers, sports, attendance, personnel records, charter for protection audit, ordering supplies and materials, and so on. This chapter identifies best practices for the administrative aspects of catechetical leadership.

6. Marketing and Catechetical Ministry: Catechetical leadership involves communication with a variety of target audiences including participants, catechists, parents and families, parish staff and parish pastoral council, the parish at large, the community, the diocese, and more. This chapter explores strategies for effective communication with the above including best practices for producing a handbook, doing PR, utilizing social media and technology, choosing terminology, and more.

7. Pastoral Approaches to Gathering and Engaging God’s People: Catechetical leaders do much more than gather people to transmit information but are called to provide them with an encounter with Christ. This chapter explores ways to further the catechetical mission of the parish in and through pastoral attentiveness with a special emphasis on best pastoral practices for parent meetings, catechist meetings, doing worshipful work, offering hospitality, being more welcoming, preparing an agenda, and group leadership skills.

8. Catechesis and Liturgy Belong Together: The most effective catechesis takes place within a climate of prayer and the most effective catechetical leaders have a sense of liturgy and worship that infuses the catechetical enterprise with life and spirit. This chapter explores the relationship between catechesis and liturgy, introduces the concept of mystagogy, and identifies best practices for ensuring quality liturgical experiences within the catechetical setting.

9. Parents and Evangelization: The formation of catechists and parents is one of the primary responsibilities of the catechetical leader. Today, more than ever, this formation needs to be evangelizing. This chapter names both the content and means for inviting catechists and parents into an experience of conversion and intentional discipleship.

10. Mentoring the Next Generation of Leaders: The effective catechetical leader is always looking to the future and investing heavily in developing the next generation of catechetical leaders. This chapter looks at best practices for mentoring and apprenticeship in the catechetical ministry.
All God’s People
Effective Catechesis in a Diverse Church
by Donna Toliver Grimes

This volume in The Effective Catechetical Leader series focuses on those to be catechized. Disciples of Christ come in all shapes, sizes, ages, and colors. They come from different backgrounds and with different needs, gifts, challenges, and opportunities. As a result, catechesis cannot take the form of one-size-fits-all. The effective catechetical leader recognizes the richness of the various unique peoples to be catechized and crafts catechetical approaches to effectively proclaim the Gospel to each group. This book examines the many varieties of peoples to be catechized along with strategies for effectively engaging them in life-giving faith formation.

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1. Rights and Responsibilities in Catechesis: Catechesis is not a luxury. According to Canon Law (217), each of the baptized faithful in the Church has a right to catechesis, an obligation to participate in catechesis (229) and the Church has a responsibility (“grave duty” - 773) to provide catechesis to all the faithful. This chapter explores the canonical rights and responsibilities connected with the Church’s catechetical mission in order to equip the catechetical leader with the knowledge and skills needed to effectively engage the widest possible population in catechetical formation.

2. Good Bye “Catholic Bubble”– Diversity, Mobility and Various –isms in Today’s Culture: In a bygone era, many Catholics lived in insular Catholic communities where individuals who were formed in the Catholic faith by the family and the community needed only to receive “instruction” on the catechism to complete their formation. Today, this “bubble” no longer exists. This chapter explores how diversity, mobility, pluralism, multiculturalism, secularism, relativism, and materialism (as well as globalization and technology) have radically changed the way people live and are formed and how the Church must respond.

3. The Word Became Flesh – Catechesis and Enculturation: Since the coming of the Holy Spirit on Pentecost, the Church has found ways to proclaim the Word of God to all nations in their own “tongue” which means much more than a spoken language. This chapter explores the reality and practical application of enculturation and how the effective catechetical leader discerns ways to speak (and bring God’s justice and mercy) to the variety of cultures in the parish community.
4. It All Begins at Home – Catechesis, the Family, and the Domestic Church: Parents have a responsibility to raise their children in the faith. The Church also has a responsibility to equip and empower parents to fulfill their role as the primary educators of their children. This chapter examines how the effective catechetical leader can and must walk with parents on their journey of raising their children in the Catholic faith.

5. Faith for Grown Ups – Adult Catechesis: The General Directory for Catechesis reminds us that adult faith formation must be the chief form of catechesis. For too long, the Church has been paying lip service to this. The New Evangelization calls us to get serious about inviting adults to deepen their commitment to Christ. This chapter explores the unique needs of adults when it comes to faith formation, the ways in which adults learn, and strategies for engaging adults in quality faith formation experiences.

6. Young, Not Youth – Catechesis and Young Adults: Young adults are facing challenges that are increasingly complex and overwhelming. The Gospel of Jesus Christ holds the potential for transforming the lives of young adults and providing them with the foundation they need to live with hope and confidence as they begin to make their way through adulthood. This chapter explores the unique needs of young adults and how the effective catechetical leader can provide faith formation opportunities that respond to those needs.

7. The Young Church of Today – Adolescent Catechesis: Too often, adolescents are treated as a group to be entertained until they transition to adulthood. This chapter examines the needs of today’s youth and identifies how the effective catechetical leader can provide meaningful faith formation experiences for young people to deepen their relationship with Christ and the Church.

8. Let the Children Come to Me – Catechesis for School Age Children: While children of school age possess great spiritual potential, and are in their formative years for faith development, they are also receiving competing messages from a variety of sources that create challenges for faith formation. This chapter explores the complexities of catechizing children today and provides insights into how the catechetical leader can ensure that faith formation for children is not just one activity among many but rather as the opportunity to develop an intimate relationship with Jesus Christ.

9. Bridging the Gap – Catechesis for Those with Special Needs: While the catechetical leader need not be an expert in special needs education, it is imperative that he or she have an awareness of and sensitivity to the needs of people with disabilities. This chapter discusses the variety of special needs that a catechetical leader may encounter in parish faith formation, as well as general principles for becoming a more inclusive faith formation community.

10. A Unique Community of Faith – Catechesis in the Catholic School: Many parish catechetical leaders are entrusted with the responsibility for catechesis in both the parish religious education program and the Catholic school. This chapter explores how the catechetical leader handles this complex dual responsibility and builds unity and cohesion between the parish RE program and the Catholic school.