**Parent/ Student Workbook**

* Work on this first because when you complete it you will have accomplished
	+ 1.1 Mission Statement
	+ 1.2 Vision Statement
	+ 1.3 List of Core Values
	+ Part of 2.3 Example of Communication with families
	+ 2.6 Discipline Procedure
	+ 3.5 Emergency Procedures
	+ 11.6 Profile of a High School Senior
	+ This makes 3.4 Parent & Student Handbook

*Don’t forget to make an agenda and take minutes when you work with your boards on this! You need these for Standard 4.7 and/or 4.2.*

**Religious Education Personnel**

* 3.1 Complete template on Virtus training or get it from your LoSec
* 4.3 Job Descriptions
* 4.4 Administrator’s Professional & Spiritual Development Plan
* 4.5 Agreement for Catechists
* 4.6 Priest/Pastoral Leader Presence
* 6.1 Catechist names & their corresponding student numbers per grade level Catechist to student ratio calculated next to each grade level
* 8.1 Catechetical leaders’ & catechists’ religion certification documents
* 8.2 List of catechists showing their current religion certification

*Don’t forget to make an agenda and take minutes when you work with your boards on this! You need these for Standard 4.7 and/or 4.2.*

**Budget and Finance**

* 5.1 Budget
* 5.2 Budget Rational Statements
* 5.3 Lumen Christi Funds
* 5.4 Year-end financial statements showing no deficits
* 5.5 Tuition Billings & Collections policy & procedures
* 5.6 Third Source Funding (including grants)
* 5.7 Planned Giving Program
* 5.8 Endowment Program

*Don’t forget to make an agenda and take minutes when you work with your boards on this! You need these for Standard 4.7 and/or 4.2.*

**Curriculum**

* 9.1 Instruction Hours
* 9.2 Curriculum guide
* 9.3 Textbook List
* 9.4 On-line Curriculum resources list
* 9.5 ACRE test results
* 9.6 Catechist Lesson Plans
* 9.7 Catechist Observation
* 9.8 First Reconciliation & First Communion
* 9.9 Confirmation
* 10.3 Instructional Resources
* 11.1 Service projects
* 11.2 Catechetical/ YA events
* 11.3 Retreats
* 11.4 Prayer Opportunities
* 11.5 Post Confirmation Discipleship
* 2.7 Parent & Family Catechesis
* 2.3 Communication with catechists

*Don’t forget to make an agenda and take minutes when you work with your boards on this! You need these for Standard 4.7 and/or 4.2.*

**Communication**

* 2.1 Newsletter
* 2.4 Newsletter
* 2.5 Marketing
* 2.8 Partnership with School
* 4.2 Board meeting minutes
* 4.7 Staff Meetings
* 6.2 Catechist In-Services

*Don’t forget to make an agenda and take minutes when you work with your boards on this! You need these for Standard 4.7 and/or 4.2.*

Misc.

* 2.1 Policy Manual
* 4.1 Organizational Chart
* 7.1 Map of the Building
* 7.3 Office Space
* 10.1 Computers & Projectors
* 10.2 Supplies

*Don’t forget to make an agenda and take minutes when you work with your boards on this! You need these for Standard 4.7 and/or 4.2.*

STRETIGIC PLAN

First work on the biggest, the Operational Plan. I have included in this packet an example of a completed “operational” plan sheet and an example of the Main Page of an “Operational Plan.”

Then tackle the “Religious Education Strategic Plan”. I have included in this packet an example of a completed “strategic” plan sheet and an example of the Main Page of a “Strategic Plan”.

*Don’t forget to make an agenda and take minutes when you work with your boards on this! You need these for Standard 4.7 and/or 4.2.*