**Suggestions for Blocks of Work**

**(Program)**

**Parent/ Student Workbook**

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

*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.*

**(People)**

**Religious Education Personnel**

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

**(Price)**

**Budget and Finance**

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

**(Program)**

**Curriculum**

* Standard 9.1 Instruction Hours
* Standard 9.2 Curriculum guide
* Standard 9.3 Textbook List
* Standard 9.4 On-line Curriculum resources list
* Standard 9.5 ACRE test results
* Standard 9.6 Catechist Lesson Plans
* Standard 9.7 Catechist Observation
* Standard 9.8 First Reconcilation & First Communion
* Standard 9.9 Comfirmation
* Standard 11.1 Service projects
* Standard 11.2 Catechetical/ YA events
* Standard 11.3 Retreats
* Standard 11.4 Prayer Opportunities
* Standard 11.5 Post Confirmation Discipleship
* Standard 2.7 Parent & Family Catechesis
* Standard2.3 Communication with catechists

THE LAST BLOCK OF WORK THAT YOU WILL COMPLETE IS THE “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”.