



St. Joseph Parish School of Religion

555 St. Joseph Lane

Manchester, Missouri 63021

636-391-1404

Michelle Foster – CRE
Debby Marshall – PSR secretary

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Catechist Application Form

The application process of the Parish School of Religion (PSR) Catechist Team includes several parts:

1. Complete and return the complete application form and any added answer sheet/s.
2. The CRE will contact you for an interview.

Here are a few important facts about being a PSR Catechist:

- The commitment is for the school year, from August through May, on Monday nights; early session 4:10-5:55 (class time is 4:30-5:45) and/or late session 5:55-7:30 (class time is 6:15-7:30).
- Catechists must be at least college age, unless a special consideration is made by the CRE.
- Catechists should possess the following qualities:
 - a personal commitment to Jesus Christ
 - an unconditional love for children
 - a love for the Catholic Church
 - regular participation in Sunday worship
 - a personal prayer life
 - freedom from serious sin
 - regular reading of Scripture
 - an openness to using the gifts of the Holy Spirit.
 - a commitment to teach the Catholic Church's teachings to students and possibly their parents.

PLEASE TYPE OR PRINT LEGIBLY

Full Name _____

Birth Date _____

Complete address _____

Home Phone _____

Work phone _____

Cell phone _____

Email _____

Occupation/Title _____

Instructions: Please type or print your answers to the following questions. If you need more space to write please use back of application page. Make sure you mark each with the section and number of the question with your answers. It is highly recommended that you read through all the questions prior to answering them. The purpose of these questions is so that we get to know you on a more personal basis and on different levels. Rest assured that the CRE, PSR secretary and the Pastor will hold all information in strictest confidence.

9. What did you least enjoy about grade school? _____

10. What did you most enjoy about grade school? _____

11. How are you currently employed? _____

12. What do you see as the primary purpose of a Parish School of Religion? _____

13. Why do you want to be a catechist? _____

FAMILY

1. Briefly describe your immediate family. _____

2. Briefly describe your relationship with each member of your immediate family. _____

3. What about your family do you most appreciate? _____

4. What about your family do you struggle with? _____

5. What part does God play in your family? _____

HEALTH

1. Please describe any health problems for which you are being treated. _____

2. Please describe any medication which you are currently taking. _____

3. If you have ever attended professional counseling, please describe. Include when, for how long, and whether you are still receiving this help. _____

CATHOLICISM

1. What do you value most about the Catholic Church? _____

2. If you could, how would you change the Catholic Church? _____

CATECHESIS SKILLS

1. What experience, if any, have you had with teaching a religion class to children? _____

2. Please list any ministry activities that you have participated in. (*retreats, conferences, ministries, classes, etc*)

3. Briefly account your most profound teaching/learning experience. _____

4. Other than actually being a catechist, please describe any jobs or volunteer experiences, which you have done that might be helpful in the religion classroom. _____

5. Please circle the below according to your skill, 1 being not skilled at all; 3 being somewhat skilled; 5 being skilled

- | | | | | | |
|--|---|---|---|---|---|
| • Praying with youth | 1 | 2 | 3 | 4 | 5 |
| • Planning prayer | 1 | 2 | 3 | 4 | 5 |
| • Relating to students' culture | 1 | 2 | 3 | 4 | 5 |
| • Doing one on 15 faith sharing | 1 | 2 | 3 | 4 | 5 |
| • Planning lesson plans | 1 | 2 | 3 | 4 | 5 |
| • Conversing with children | 1 | 2 | 3 | 4 | 5 |
| • Relating to co-workers | 1 | 2 | 3 | 4 | 5 |
| • Leading small group discussions | 1 | 2 | 3 | 4 | 5 |
| • Sharing your own life stories | 1 | 2 | 3 | 4 | 5 |
| • Listening to children | 1 | 2 | 3 | 4 | 5 |
| • Creating relationships with children | 1 | 2 | 3 | 4 | 5 |
| • Working with administrators | 1 | 2 | 3 | 4 | 5 |

OTHER ISSUES

1. Have you at any time been accused of child abuse? If yes, please provide in detail the date, the place, and an account of the circumstances surrounding each allegation of the child abuse. _____

2. Did any administration or judicial proceeding arise out of the allegations of child abuse? If yes, please identify the agency or court in which the proceeding was brought and its location, the parties to that proceeding, the docket number of the proceeding, and any judgment or resolution that was entered or reached.

3. Are you under supervision of any federal, state, or local agency as a result of any allegations of child abuse? _____

Personal Reference Contacts

Please provide two sources for the CRE to personally contact for a personal reference for you. Please provide as much contact information as you possibly can.

Contact Number One

Full Name _____

Complete address _____

Home Phone _____ Work phone _____

Cell phone _____ Email _____

Occupation/Title _____

Do you know them personally or professionally? _____

Number of years you've known them _____

How do you know them? _____

Contact Number Two

Full Name _____

Complete address _____

Home Phone _____ Work phone _____

Cell phone _____ Email _____

Occupation/Title _____

Do you know them personally or professionally? _____

Number of years you've known them _____

How do you know them? _____

AVAILABILITY

- 1. Please list any activities or commitments which might prohibit your availability to help with teaching on Monday evenings (*early session class times are 4:45-5:45pm; late session class times are 6:15-7:30pm*) during the school year (*August – May*) including work, family commitments, other volunteering, sports seasons, prayer groups, etc. Please list how many conflicts and the dates.

- 2. How would you feel if, after having completed the application form and interview, you were not selected?

- 3. When would you be available to meet for an interview? _____

CONCLUSION

Please sign this application in the location below. Your signature and the date of your signature are required. Your signature will be considered as an acknowledgment of the following,

“I agree that all of the information on this application is true to the best of my knowledge. In addition, I grant permission to the Coordinator of Religious Education (CRE), the Parish Staff, and the Pastor to contact, in connection with this application and periodically thereafter, the Missouri Divisions of Family Services and any other governmental agencies, organizations, corporations, entities or individuals that if deemed necessary in order to verify this continued accuracy of information given in connection with this application, and periodically thereafter any and all forms required by the parish staff (including, but not limited to, an application for child abuse/neglect screening form to be submitted to the Missouri Department of Social Services).”

Signature _____ Date _____

Thank you for taking time to fill out this application. You will be contacted soon to set up an interview. And we have enclosed the following checklist for you so as to remember to send all the information we need to begin processing your application:

- CHECK LIST: _____ Completed all pages of application form
- _____ Answered every question completely on the application form
- _____ Your signature and date of signature on the application form
- _____ completed two references and their contact information in the application form

Please deliver this completed application form to:

St Joseph Parish School of Religion
555 St. Joseph Lane
Manchester, MO 63021
mfooster@stjoemanchester.org
fax 636-391-1462

PSR office is located in St Joseph school office

Hours 8am-3:30pm during school months

**9am-2:30pm during summer (Flexible hours/days during summer time. We suggest calling before you come to confirm office is open)

Please feel free to call Michelle Foster at 636-391-1404 should you have questions at any time. Thank you and God bless you!

Your servant,
Michelle Foster
Coordinator of St. Joseph Parish School of Religion