

Creating a Religious Education Program Calendar

Why are calendars so important?

Planning your program for now and in the future is vital for having a smooth running, well planned, successful program. Your calendar keeps everyone, catechists, parents, students, staff and your Pastor aware of exactly what's happening in your program so they can easily integrate Religious Education into their lives and plan around it.

Planning your calendar for the coming year also allows you to book all of the parish facilities you will need whether its classrooms, halls or the Church so that you have as little last minute "panic" booking as possible! There is nothing more frustrating for your parish facility manager than a DRE or Coordinator who always calls at the last minute to try and book a room for a meeting or class that they forgot to anticipate they would be needing to use.

So, what goes on your calendars?

- *Days and times of your classes with curriculum chapters.
- *Holidays - check public school calendars for their days off and if you're sharing classrooms with your Catholic School, get a copy of their calendar as well.
- *Sacraments - First Reconciliation, First Communion, Confirmation.
- *Special Classes- Scheduled Confessions, First Communion and Confirmation practices, tour of the Church, Teaching Touching Safety Sessions, etc.
- *Teacher and Parent meetings.
- *Retreats.
- *RE Congress.
- *Commissioning Sunday.

Who should have a calendar?

- *RE Staff, catechists, families.
- *Pastor, associate priests and parish office staff.
- *Parish School Principal and teachers.

Also, it may be necessary to create several different calendars for your program depending on the grade or who it is for. For example, the calendar for your elementary classes will differ from your Sacramental classes' calendar because of the different curriculum.