



The Diocese of Knoxville

Office of Christian Formation

Diocese of Knoxville Catechetical Policies

Effective September 1, 2011

1. That all Catechetical Leaders and catechists* in the diocese who are not currently certified begin our Catechetical Formation Program. Those Catechetical Leaders and catechists who were certified under a previous program must renew their certification. For previously certified catechists, certification will be renewed according to the following provisions:
 - a. All *certified* catechists who have not been issued a diocesan certificate within the past three years (prior to 2008), must attend “Catechist Orientation” and complete the “Catechist Review Course.” Once these requirements have been met, the catechist will complete the “Application for Renewal of Certification for those certified prior to 2008.” The parish Catechetical Leader will submit the application to the Office of Christian Formation. These catechists will be issued a new certificate which will be valid for three years.
 - b. Certified catechists must continue ongoing faith formation, participating in a minimum of six hours of approved formation per year. After three years and eighteen hours (6 hrs per year x 3yrs = 18 hrs), catechists will be eligible to again renew their diocesan certification.
2. That all parishes use catechetical materials which are on USCCB Conformity Listing. The most up-to-date list can be found on the diocesan website or obtained from the Office of Christian Formation. If a parish currently does not use texts which have the Declaration of Conformity, the Office of Christian Formation will assist that parish in the process of choosing and acquiring approved texts. The Christian Formation Office can also answer any questions about the USCCB Conformity Listing. To ensure that all parishes are in compliance, the form “Catechetical Textbooks” should be completed and returned to the Office of Christian Formation by October 1, 2011.
3. Make Catechetical Sunday (September 18, 2011) a priority in the parish. On Catechetical Sunday, each parish should formally recognize and commission its catechists. Enclosed with this letter is a Commissioning Service which can be used at the Eucharistic Liturgy on Catechetical Sunday or a Rite of Blessing that can be used outside of Mass. Additionally, there is a wealth of free resources available on the Catechetical Sunday webpage on the USCCB website.

4. All Catechetical Leaders and catechists must comply with Diocese of Knoxville Safe Environment Program policies. This means that all employees and volunteers, *before* they begin working or volunteering, must:
 - a. Sign a consent for a background check.
 - b. Read and sign the Diocese of Knoxville Policy and Procedure Relating to Sexual Misconduct.
 - c. Within 30 days have attended a Protecting God's Children (*Virtus*) session.

For more information on the Safe Environment Program, consult the diocesan website under "Child Protection."

*Catechists include the following people: religious education teachers in parishes and schools, RCIA team leaders, teachers of sacramental preparation, those who teach/facilitate Adult Faith Formation classes, etc.