

- **A Parish Director of Religious Education is the administrator of a total parish religious education and formation program.**

As a Designer:

- Articulates a vision, goals, and action plan for a total religious education program within a parish promoting learning for all age levels.
- Conducts parish needs assessments and designs education/formation programs to promote a full range of parish-specific programs.

As a Developer:

- Recruits, provides training, supervises, and evaluates religious education personnel i.e. nurtures and supports teachers/advisors (recognition, regular contact, etc.)
- Develops quality relationships within the parish, trusting the abilities of co-workers.

As a Director:

- Envisions, develops, and implements faith and total religious education programs in the parish.
- Identifies, empowers, and collaborates with lay leadership within the parish.

As an Administrator:

- maintain records for registration, attendance
- filing and distribution of all pertinent material
- maintain library and other sources
- prepare, implement and monitor budget
- prepare and monitor yearly calendar
- set goals and philosophy

As an Evaluator:

- Evaluates the total religious education in the parish at all levels: catechists, coordinators, participants, and resources.
- Makes appropriate changes following evaluation feedback.

A Parish Coordinator of Religious Education

coordinates one or more specific areas of a total parish religious education program.

As a Coordinator:

- Recruits, trains, supervises, and evaluates catechists in a specific program.
- Maintains open communication with parish and diocesan leadership.
- Works within the budget allotted for the operation of the program.
- Coordinates various prayer and liturgical celebrations and program components.

Directors and Coordinators of Religious Education Minister through:

- Pre-school religious education
- Elementary school religious education
- High school religious education
- Adult religious education
- Special religious education
- Family religious education
- Vacation Bible School
- Rite of Christian Initiation of Adults
- Liturgy of the Word with Children

Directors and Coordinators of Religious Education minister as:

- Faith-filled educators
- Articulate communicators
- Visionary self-starters
- Creative organizers

Directors and Coordinators of Religious Education minister with:

- Enthusiasm
- Courage
- Healing
- Faith
- Hope
- Love
- Justice

An effective Director or Coordinator of Religious Education is:

- a person of faith and prayer
- an active participant in Roman Catholic worship
- confident as a self-starter
- able to articulate vision and motivate others
- able to integrate academic learning with pastoral experience
- able to delegate and empower catechists and parents
- able to relate to peers and authority
- able to work and live with ambiguity
- eager to participate in on-going spiritual formation and educational opportunities
- communicates well with the written and spoken word

CHRISTIAN DISCIPLINE

How to attain good discipline

- a. Teacher must respect children's dignity
- b. Teacher must never become undignified herself
- c. Teacher must never say or do anything to destroy the dignity of the child

Three basic principles

- a. Praise the good in individual and/or class situations
- b. Ignore misbehavior as much as possible/praise the good
- c. Be consistent – your pattern of discipline must not depend on how you feel

Build up self-esteem in the children

- a. Be very personal
- b. Help them feel important
- c. Let them know you love them; Jesus loves them

At the beginning of the year, establish some class behavior rules

Techniques for handling specific discipline problems

Never yell and scream --- **GET QUIET**

Yelling and screaming never get the desired results

Teacher yelling only increases the noise you are trying to stop

Get quiet

Don't do anything

Be calm

Talk in a calm tone of voice

Talk with a serious tone of voice

Beware: good discipline does not necessarily mean silence

Whole class is talking and making noise

Step to the side of the room

Be quiet/do nothing/say nothing

Just look at the children

Wait until all quiet down

Take right up where you left off (no scolding)

Repeat this procedure as many times as you have to

(keeps you from losing your cool)

Put the responsibility for solving the problem back on the child

Two students giggling, creating a disturbance

Go to that part of the room where those students are and teach from there

(repeat this procedure as often as necessary – don't have to say anything; children know why the teacher is there)

One student is acting up

Keep student after class for person chat

Find out about him/her

Build up rapport between the child and you

Be friendly – spend a little extra time with him/her

Ask the child, “Can you solve the problem?” “Do we need to get help from home?”

Pray with the class or the individual when having a discipline problem

Appeal to the best in children