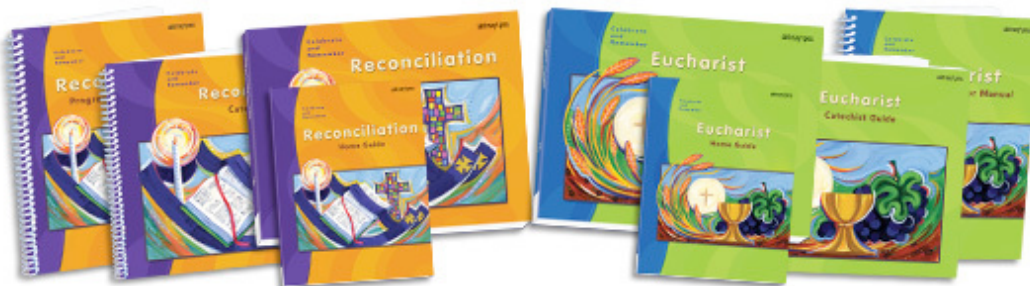




# MEMO

Date: August 16, 2018  
To: Pastors, Sacrament Preparation & Volunteer Coordinators  
From: Huy Nguyen, Director of Pastoral Ministry  
Subject: ***Celebrate and Remember Reconciliation & Eucharist*** –  
Implementation Notes



As your parish makes final, preparatory steps for the implementation of the ***Celebrate and Remember sacrament preparation program***, the following procedure may assist with your planning. We've incorporated feedback from the May 31 meeting, as well as the recommendations from the Diocesan Sacrament Review Committee. Since this is a new experience of preparing and celebrating the sacraments of Reconciliation and Eucharist in your parish *and* together as a diocesan community, the pastoral office will provide ongoing support to address your parish needs, and to recommend further adjustments or adaptations to have a consistent and fruitful implementation of the new program.

St. Mary's Press has confirmed that all books were shipped and should arrive at your parish by this Friday. Parishes that did not submit an order or now require additional books, please contact our office for assistance.

All forms and documents pertaining to this memo are **downloadable online** at:

<http://catechetics.calgarydiocese.ca>

## I. Sign-in Forms for Sacramental Preparation

<http://catechetics.calgarydiocese.ca>

All sign-in forms must be kept as **permanent record** in your parish. These forms meet the requirements of our diocesan "**Strengthening our Parish Communities**" program. They can be adapted or reformatted according to your registration system.

1. For Children | Form A1
2. For Parent/Guardian | Form A2
3. For Children Visiting Alternate Parish | Form A3
4. For Coordinator / Pastor / Volunteers | Form A4
5. Permission / Confirmation of Attendance at Alternate Parish | Form A5

## II. Calendar & Schedules

<http://catechetics.calgarydiocese.ca>

Downloadable Calendar of Sessions (monthly view)

1. Calgary
2. Outside of Calgary

Downloadable Master List of Parish Sacramental Preparation Schedule

1. Calgary
2. Outside of Calgary

## III. **Children/Parents Sacramental Preparation Sessions**

If parents can't attend a session at your parish due to a conflict of time or date, we recommend the following procedure:

1. Consult the Calendar of Sessions (Calgary or Outside of Calgary) document to see which neighbouring parish is offering the same session that would accommodate the parent's schedule.
2. Contact the neighbouring parish's Sacrament Coordinator to request permission. **This coordinating step is important** as it ensures the alternate parish has available space and can arrange the required number of catechists and adult supervisors.
3. Provide parents with Form A5, which gives them permission to attend an alternate session at another parish. They must then return a signed confirmation of attendance form to their home parish.
4. Form A3 is used whenever there are visiting children or parents.

Please explain the above procedure to parents in your Parent Information Session. This procedure is intended to avoid having parents or children randomly show up at parishes for sessions. It also supports greater interaction between parents and their pastor/coordinator as well as strengthens their accountability. We will review this procedure again next year.

#### IV. Training Session for Catechists / Coordinators

1. To further support the implementation of *Celebrate and Remember* sacrament preparation program, a specialist from St. Mary's Press will provide an overview training to your parish's catechists in the following areas:
  - a. An overview of the Reconciliation and Eucharist courses
  - b. A walk through all the course components
  - c. Overview of the Catechists Guide
  - d. Tips on lesson flow and pacing
  - e. Suggestions for building Biblical Literacy in every lesson
  - f. Ideas for Incorporating Prayer
  - g. A walk through the additional free online resources

If there are additional training components you would find helpful, please let me know and we can include them in the training session.

2. Email [alida.allen@calgarydiocese.ca](mailto:alida.allen@calgarydiocese.ca) your **date** selection and the **number of catechists/coordinators** attending the training, so we can plan accordingly. The following are available training locations and dates:
  - Tuesday, September 4 – *Holy Family, Medicine Hat*; 7 – 9 pm
  - Wednesday, September 5 – *All Saints, Lethbridge*; 7 – 9 pm
  - Thursday, September 6 – *St. Michael's, Calgary*; 7 – 9 pm
  - Saturday, September 8 – *Holy Spirit, Calgary*; 9 am – 11 am

#### V. Catechist Resources

Each year, the CCCB Office for Evangelization and Catechesis produces a resource for catechists. The theme of this year's resource is ***What Do You Seek?*** (<http://www.cccb.ca/site/eng/office-for-evangelization-and-catechesis/4963-resources-for-catechists-what-do-you-seek>)

The resource has two purposes. First, it is an invitation for catechists to reflect on their faith journeys and the important role that discernment plays in their lives as they strive to live out their vocation. Second, in light of the upcoming Synod of Bishops on Young People, the Faith and Vocational Discernment, it is an invitation for catechists to enter into dialogue with young people whom they serve, to accompany them as they grow in faith and assist them as they discern their own vocations.

Included in the resource are suggestions for blessings and the commissioning of catechists, links to reflections on faith, vocation and discernment, and easy to use PowerPoint presentations.

## VI. Sacrament Preparation Retreats

- The diocesan youth retreat team (DYRT) will no longer provide sacrament preparation retreats to the parishes.
- DYRT's new mandate is to provide **training** to your parish-based volunteers on how to conduct retreats based on the *Celebrate and Remember* sacrament preparation program.
- If your parish requires assistance in this area, please contact our office for further information and support.

## VII. Volunteers

The ratio of children/youth to leaders (**who are fully screened**) is as follows:

AGE OF PARTICIPANT	NUMBER OF ADULTS
• 5 to 18 years	• 2 unrelated adults to 15 children

- Verify that all volunteers have valid Vulnerable Sector Police Information Check (VSPIC) at the parish. If not, please provide the volunteer with a letter from the parish. Parish Letter for Police Check are downloadable from our website at: <http://catechetics.calgarydiocese.ca>
- All parishes are asked to reimburse their volunteers for the cost of VSPIC and then prepare an invoice to accounting at the CPC. Please mail original receipts with the volunteer's name printed on each. Preferably, parishes submit invoices on a quarterly or semi-annual basis.
- Volunteer Organization Authorization Number (VOAN) is no longer available to the Diocese of Calgary. If you need further information or assistance, please contact [suzy.moutinho@calgarydiocese.ca](mailto:suzy.moutinho@calgarydiocese.ca)

Last reminder, this memo and all the downloadable forms are available at:

<http://catechetics.calgarydiocese.ca>