



APPLICATION FOR CATECHETICAL MINISTRY

Thank you for your interest in the Catechetical Ministry of our parish. Please read and fill in both pages of this form. All information will be kept confidential to the Catechetical Coordinator/s, priests of the parish and the diocesan Office for Catechesis.

APPLICANT REQUIREMENTS:

- **QUALIFICATIONS OF CATECHETICAL PROGRAMME/LEVEL COORDINATORS:**
 - 25 years and above, have received all initiation Sacraments of Baptism, Confirmation, Eucharist
 - Be a practicing Catholic in communion with the Catholic Church, lifestyle should bear witness to teachings of the Gospel of Jesus Christ and the Catholic Church
 - Ready to learn and transmit the teachings of the Catholic Church
 - Enjoy working with children (Catechetical Trainees can be attached only to the pre-primary & primary levels)
 - Have minimum 3 years of catechetical experience in a parish
- **QUALIFICATIONS OF CATECHISTS, CATECHETICAL ASSISTANTS AND FACILITATORS:**
 - 19 years and above, have received all initiation Sacraments of Baptism, Confirmation, Eucharist
 - Be a practicing Catholic in communion with the Catholic Church, lifestyle should bear witness to teachings of the Gospel of Jesus Christ and the Catholic Church
 - Ready to learn and transmit the teachings of the Catholic Church
 - Enjoy working with children and youth
- **QUALIFICATIONS OF CATECHETICAL TRAINEES:**
 - 13 – 18 years old, have received Sacraments of Baptism and Eucharist
 - Be a practicing Catholic in communion with the Catholic Church, lifestyle should bear witness to teachings of the Gospel of Jesus Christ and the Catholic Church
 - Ready to learn and transmit the teachings of the Catholic Church
 - Enjoy working with children
(Catechetical Trainees can be attached only to the pre-primary & primary levels)

Insert recent passport photo here

Role interested in: *(Please delete where applicable)*
 Catechetical Programme/Level Coordinator Catechist/Catechetical Assistant/Facilitator Catechetical Trainee

Preferences: *(Please delete where applicable)*
 1st choice: Pre-Primary / Lower Primary / Upper Primary / Youth / Post-Confirmation
 2nd choice: Pre-Primary / Lower Primary / Upper Primary / Youth / Post-Confirmation

A. GENERAL INFORMATION

Family Name:	Name:
Date of Birth (dd/mm/yyyy):	Male: <input type="checkbox"/> Female: <input type="checkbox"/>
NRIC / FIN:	
Address:	
Postal Code:	Email:
Handphone:	Home Phone:
Occupation:	Place of Employment:
Emergency contact: Name / Relationship	Contact No:



B. PARISH / MINISTRY INFORMATION

Briefly provide your parish information.

Are you a registered member of a Catholic Parish? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, since when: Year _____ Parish _____
Do you regularly attend mass? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, since when: Year _____ Parish _____
I have chosen to work with the catechetical ministry because: 	

Please provide your ministry experience (include especially your prior experience in catechesis)

Ministry:	Role:
Parish:	Dates:
Ministry:	Role:
Parish:	Dates:
Ministry:	Role:
Parish:	Dates:
Other experience/hobbies, etc. that might pertain to being a catechist: 	

C. GENERAL EDUCATION

Highest Level of Education <input type="checkbox"/> Certificate <input type="checkbox"/> GCE 'O' Level <input type="checkbox"/> GCE 'A' Level/Diploma	<input type="checkbox"/> Bachelor <input type="checkbox"/> Graduate / Post Graduate Diploma <input type="checkbox"/> Masters and above <input type="checkbox"/> Others. Please specify _____				
Language Proficiency Please state fair (F), good (G) or excellent (E).					
Language	English	Mandarin	Malay	Tamil	Others
Spoken level of proficiency					
Written level of proficiency					



D. FORMATION INFORMATION

Courses attended:

- Parish Team Training
- Primary Curriculum Training
- Youth Curriculum Training
- Basic Catechist Course 1 – Intro to Catechetical Pedagogy & Catechetical Methods (Primary Track)
- Basic Catechist Course 1 – Intro to Catechetical Pedagogy & Catechetical Methods (Youth Track)
- Basic Catechist Course 1 – Scripture
- Basic Catechist Course 1 – Liturgy: The Mass
- Basic Catechist Course 1 – Evangelisation & Mission
- Basic Catechist Course 2 – Introduction to Morality
- Basic Catechist Course 2 – Catholic Social Teachings
- Basic Catechist Course 2 – Human Sexuality
- Basic Catechist Course 2 – Church History
- Basic Catechist Course 2 – Learn to Listen and Facilitate
- Archdiocesan Catechetical Coordinator Certification
- CTIS Certificate in Theology
- CTIS Diploma in Theology

Others, Please specify:

E. OTHER INFORMATION

Sacraments Celebrated: Baptism First Communion Confirmation
If requested, please provide a photocopy of relevant certificates to your parish.

Are you?
 Single Married Widowed Divorced

Have you ever been arrested, convicted or pleaded guilty to a crime?
 Yes No
If yes, please explain:

Have you ever been suspected, accused, charged, or alleged to have, or have you ever committed an act of neglecting, abusing or molesting a child?
 Yes No
If yes, please explain:

Is there any circumstance or pattern in your life that may make it inappropriate for you to work with children?
 Yes No
If yes, please explain:



If there has been alcohol, drug abuse, and physical or sexual abuse in your family background, what steps have you taken to minimize the impact that those issues will create for you, both now and in the future?

Have you ever been treated for a psychiatric disorder?

Yes No

If yes, please explain:

Is there any fact or circumstance involving you that would call into question your being involved in the catechetical ministry? No Yes

If "Yes", please explain below or see the Catechetical Coordinator.

Comments regarding medical history, allergies, medications/other we should be aware of:

If you are below 19 years, please provide names of 2 referees:

Name:

Name:

Relationship:

Relationship:

Contact:

Contact:



EXPECTATIONS OF THOSE IN CATECHETICAL MINISTRY

All those involved in the work of catechesis are role models of Catholic teachings and values. They are expected:

- + to be a practicing Catholic in communion with the Catholic Church who participates fully in the communal worship and life of the Church;
- + to present a prayerful, positive, Catholic role model for young people, families, and others;
- + to teach Catholic Church teachings; the Catechetical Session is not a forum for personal beliefs not in conformity with these teachings;
- + to complete diocesan requirements for those in catechetical ministry;
- + to comply with the policies for general conduct with children and youth defined in the document *Keeping Communion* (available upon request from Catechetical coordinators);
- + to continue his/her own faith formation through participation at workshops, courses, retreats, bible studies or other avenues;
- + to follow the curriculum and to prepare sessions, organise activities, and seek assistance as needed toward that aim;
- + to work as a team with the Catechetical Coordinator, co-catechists, other members of the catechetical team, the pastoral staff, clergy and parents and to recognise that parents are the primary catechists of their children;
- + to be able to relate well with others, especially children, youth, and their parents;
- + to make a good faith commitment to know and follow the Guidelines for Catechetical Ministries;
- + to make a good faith commitment to have excellent attendance with an earnest effort at securing a substitute and timely notification of co-catechist and Catechetical Coordinator when an absence is necessary;
- + to understand his/her obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate Church leaders and state authorities in accordance with the Procedures outlined in the *Keeping Communion* and *Restoring Communion* documents;
- + to never underestimate the power of prayer!

F. DECLARATION OF UNDERSTANDING

I have read the Expectations of those in Catechetical Ministry and I will discuss any questions or concerns with the Catechetical Coordinator. I understand that the Church will not tolerate any form of abuse of children and youth and I agree to comply in spirit and in action with this position.

I understand that the parish's Catechetical Office reserves the right to accept or decline my services, depending on the results of my application suitability, interview or training assessment. If accepted, I will abide by their policies and rules and the ethical codes, and will seek to fulfil my roles and responsibilities to the fullest of my ability. I will not divulge confidential information given by staff and / or volunteers. I also declare that the information I have provided to the best of my knowledge is complete, true and correct in every detail.

IMPORTANT: Compliance with Guidelines for the Protection of Personal Data

In filling this form, I consent to:

- (a) The collection, storage, retention, adaptation, modification, reading, retrieval, use, transmission, blocking, erasure or destruction ("Processing") of the personal data provided by me in this Form ("Personal Data");
- (b) The Parish processing my Personal Data for the purpose of evaluating my application for the position of an Adult Volunteer;
- (c) The Parish transferring my Personal Data to other church entities within the Catholic Archdiocese of Singapore;
- (d) The Parish taking photos, videos or audio recordings which may contain my image/audio and may be used for archival purposes, on Parish's website, publications and for publicity purposes.

Signature/Name of Applicant

Date

Thank you for your interest! Please ensure you have attach the following documents to this form:

- Current passport sized photograph
- Copy of I/C/passport
- Copies of Baptism & Confirmation certificates where applicable
- Copy of church marriage certificate if applicable
- 2 letters of recommendation if below 19 years

The Catechetical Core Team would like to meet with all those interested in joining the Catechetical Ministry. When this application is received, you will be contacted for an appointment.



G. CONSENT FORM (FOR THOSE 18 YEARS & BELOW)

Name of Catechetical Trainee: _____

I, _____, the parent/guardian of the above named trainee, consent to my child assisting in the catechetical ministry in the parish.

I will not hold the parish responsible for any claim of injury, sickness, illness or damage that my child may suffer or sustain during the catechetical sessions or any other related activities organised by the parish, with exception to injury of damages arising out of the sole negligence of the parish.

I am not aware of any medical condition that would render it inappropriate for my child to assist in the catechetical ministry.

I acknowledge that the parish may take photographs or video recordings during the catechetical sessions or any other related activities which may include my child.

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

**please delete accordingly*