

CATECHIST PERSONNEL FILE CHECKLIST

	CATECHIST FORMS	
	ALL Child Protection forms required by the Office for the Protection of Children and Youth	
	Practicing Catholic Form-Signed (re-sign annually)	
	Certificate of Training in Diocesan Bloodborne Pathogens Policy	
	Emergency Contact information Sheet in sealed envelope	
	Diocese of Erie – Catechist Certification Record	
	Diocese of Erie – Continuing Education Record (if applicable)	
	Catechist Self-Evaluation for each year of teaching	
	Class Planning Schedule for each year of teaching	
	Catechist Observation & Interview Forms	
	Diocese of Erie- Volunteer Application For Working with Children	
	Diocese of Erie- Reference Form	

All files must be kept in a locked drawer or file at the parish.
ALL Child Protection forms and records must be kept permanently.

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