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| WHAT DO YOU DO IN YOUR ROLE AS REC? | * Organise and administer the Bishop’s Religious Literacy Test (town schools only) * Liaise with the Principal/Priest/Parish/Bishop/Community for Sacramental programs * Organise and prepare Sacramental programs (including parent meetings) * Purchase, source and inform staff of resources. * Share resources (feast day/Liturgical season information etc…) and RE information with staff * Organise and facilitate the Faith Story and Witness for the school * Advertise RE events in the community – posters etc… * Review accreditation of staff * Write or facilitate the writing of the Catechesis and Evangelisation plans. * Organise and prepare school/ family/community Masses and liturgies * Give out Year Planners to teachers * Organise (or a roster for) prayer assemblies and staff meetings * Organise Easter/Nativity play * Support staff in everything to do with RE and catechesis * Record Sacramental information * Pastoral care/communication with families * Overview of programming and ensuring programs are done and saved in staff share * Support staff in planning and assessing RE * Organise one or two PLCs each term on RE * Promote RE as the first learning area * Check teacher’s RE programs * Liaise with Principal/Sisters/Priest/Teachers for Mass organisation * Assist in the preparation of the term calendar * Ensure the quota is met for Project Compassion * Work with teachers on class Masses/liturgies * Encouraging Mass attendance * Providing opportunities for faith formation (eg. Retreats for staff or students) * Role models of Catholic faith |
| WHAT DO NEW RECS NEED TO KNOW? | * Mass template * Scope and Sequence for programs * How to program in WA – knowledge of Units and structure of programs * Knowledge of accreditation framework * Resources – Bibles, apps, IT * Staff prayer * All of the above * Where to go for help – key contacts * Familiarity with mydesktop * Who other RECs are * Checklist of things that need to be done * Good idea of internet resources * Integration of Kimberley Companion ideas with current knowledge * Contacts * Bishop’s checklist/expectations * RE policies from CEOWA * School’s Evangelisation Plan * What happends in schools and the history of how things are done * Listen before you speak – ask questions * Feast days, Holy Days of Obligation that you need to do a Mass/liturgy for * Where resources are located – in the school, in the CEO etc… * Tips and tricks for working with the Bishop and his office * All about the Evangelisation and Catechesis Plans * Respect for school culture and God’s presence and actions in the story of the people * Understanding of faith of staff and that there is a ‘readiness’ for learning * Understanding of the Mass – it’s parts and purpose/s |

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| WHAT WOULD HAVE HELPED YOU WHEN YOU WERE A NEW REC? | * RE Consultant visit once a term * REC meetings once a term (every term!) * St Mary’s RE website and other resources * My Desktop – how to use the RE section * Role description/checklist * A good handover time * PLC – role description for all staff * Sacramental expectation (especially Confirmation) * Background of religious experience of staff * An orientation to the REC role – maybe part of first REC day * Priest expectation * An REC mentor from another school * Introduction/understanding of Missa Kimberley * A clear role description * Checklists for Sacraments * Key contacts and names for the wider Kimberley * REC day earlier in term one, but not too early * Email contacts * Bishop’s requirements for Caritas * A good mentor – a constant RE Consultant – who knows where to access information * Good networking * Good availability of inservicing * A clear accreditation model * Structures to work from |