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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
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| 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
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