

Registration / Scheduling



REGISTRATION:

Create practices relating to record-keeping:

- Registration forms
 - Paper
 - Digital
- Develop record keeping process for registration data
 - Paper files
 - Digital
 - Spreadsheet
 - Online files
 - Create lists for communication
 - Names, addresses, phone numbers, emails
 - Paper
 - Digital
- Communications
 - When to register
 - How / where to register
 - Student / family costs
 - Formation programs / requirements
 - Sacramental programs / requirements
 - Schedules
- Payment of tuition / fees
 - Collection
 - Cash / Check
 - Online payments – Digital registration
 - Record-keeping
 - Follow parish guidelines relating to finances
 - Create record of payments
 - Submit to finance office.

Registration/ Scheduling



SCHEDULING

When developing a program schedule, many factors will need to be considered.

1. Curriculum – how many weeks in a program
2. When sessions are being offered (parish specific)
 - a. Days of week
 - b. Time of day
3. Liturgical seasons – Holy days, Feast days, special celebrations
4. Prayer Events / Retreats – Adoration, Reconciliation, Confirmation Retreat, etc.
5. Sacramental Prep / Sacramental Celebrations
6. Vacation Bible School
7. Service Opportunities, Mission Trips, Pilgrimages
8. Meetings / Conferences
9. Fundraising
10. School schedules for parochial and public schools
11. Parish community activities / events
12. Local community activities / events

SAMPLE CALENDAR

Sunday Religious Education Classes

<u>Sunday CCD Classes</u>	
Week 1	September 9, 2018
Week 2	September 16, 2018
Week 3	September 23, 2018
Week 4	September 30, 2018
Week 5	October 7, 2018
Week 6	October 14, 2018
Week 7	October 21, 2018
Week 8	October 28, 2018
Week 9	November 4, 2018
NO CLASS	November 11, 2018
NO CLASS	November 18, 2018
Week 10	November 25, 2018
Week 11	December 2, 2018
Week 12	December 9, 2018
NO CLASS	December 16, 2018
NO CLASS	December 23, 2018
NO CLASS	December 30, 2018
Week 13	January 6, 2019
Week 14	January 13, 2019
Week 15	January 20, 2019
Week 16	January 27, 2019
Week 17	February 3, 2019
Week 18	February 10, 2019
Week 19	February 17, 2019
Week 20	February 24, 2019
Week 21	March 3, 2019
Week 22	March 10, 2019
Week 23	March 17, 2019
Week 24	March 24, 2019
Week 25	March 31, 2019
Week 26	April 7, 2019
Week 27	April 14, 2019
NO CLASS	April 21, 2019
Week 28	April 28, 2019
Week 29	May 5, 2019
Week 30	May 12, 2019

Sunday Class Times

<u>9:30-10:45am</u>	Grades 1 st thru 6th
	Catecheses of the Good Shepherd (ages 3-5)
	PK/K (ages 4-5)

Sunday Classrooms

<u>Class</u>	<u>Room</u>
CGS	Good Shepherd
PK/K	St. George
FCP1	St. Anthony
FCP2	St. Agnes
Sacramental Prep	St. Francis
3 rd Grade	St. Clare
4 th Grade	St. Lucy
5 th Grade	St. Benedict
6 th Grade	St. Michael
RCIC	Conference Room
RCIA	Library

Special Religious Education Dates

- ✓ Wednesday, October 3 / Sunday, October 7 / Living Rosary
- ✓ **Touching Safety Classes:**
 - Sun Sept 16 - grades 3-5
 - Wed Sept 19 - grades K-2
 - Sun Sept 30 - grades K-2
 - Wed Oct 17 - grades 3-5
 - Sun Oct 21 - grade 6
- ✓ Sunday, November 4 All Saints Day Party
- ✓ Sunday, November 18 Feed Hungry at Thanksgiving Project
- ✓ Sat., December 15- First Reconciliation Service 10:00am
- ✓ Wednesday, March 6 – Ash Wednesday Youth Mass 5:00pm
- ✓ Sat., March 23 – First Holy Communion Retreat – 8:00am-12:00pm
- ✓ Sat., April 6 – Pro-Life Convention
- ✓ Sunday, April 21 – Easter Egg Hunt 12:30pm
- ✓ Saturday, May 4 – First Holy Communion
- ✓ Sat/Sun May 4-5 – May Crowning at each Mass