

Word of Life - Parish Checklist for Success

July/August OR Before Program Starts

- ☐ Familiarize yourself with the [Word of Life Support Site](#), including [videos](#), [articles](#), and recorded [webinars](#) that will help you get set up for success.
- ☐ Bookmark the Word of Life Digital Resource Library & share with catechists
- ☐ **[*Set up your Parish's Word of Life Portal](#)**
 - **Accept Admin Invitation via email and invite other admins**
 - **Set up classrooms and invite catechists**
 - **Designate a Word of Life Portal Team for the parish (ex: a second admin)**
- ☐ [Schedule a 1-on-1 Coaching session](#) with your Word of Life Curriculum Coach
- ☐ Schedule a group training session for your catechists
 - Options might include:
 - Parish leaders can train catechists
 - Your Curriculum Coach can lead a training session for your catechists via zoom
 - Catechists can attend our September Webinar for Parish Catechists
- ☐ Schedule, plan, and facilitate a kick-off meeting for Parents to introduce them to the curriculum, digital resource library, and ***portal**.
 - ***Download and personalize our [Letter for Parents](#) & distribute at your kick-off or send via email**
 - ***Send portal invitations and/or [create QR codes](#) before kick-off to facilitate portal onboarding**
- ☐ Utilize [training resources](#) to learn more about the digital resources and curriculum
- ☐ Reach out to your [Word of Life Curriculum Coach](#) with any questions or needs – we are here to journey alongside you and your team all year round.

September/Start of the Faith Formation Year

- ☐ Remind catechists to register for our Webinar for Parish Catechists
- ☐ ***Onboard families to Word of Life portal classrooms if you have not done so yet**
- ☐ Reach out to your [Word of Life Curriculum Coach](#) with any questions or needs

Fall/Winter

- ☐ Support Catechists with training needs by using the resources on our support site:
 - [Grade-Level Specific Training Videos](#)
 - [Recorded and Upcoming Webinars](#)
 - [Catechist Resources](#)
- ☐ Connect with your Word of Life Curriculum Coach with any questions or needs
- ☐ Schedule a mid-year Catechist training for Word of Life if you see fit
 - Note: Our Coaching Team can assist with this by running a training session via zoom

Spring

- ☐ Finish this year off strong!
- ☐ Connect with your catechists while successes and areas to improve are still fresh in their mind.
- ☐ Make plans for next year: Set your dreams and goals based on what has worked well this year and what you want to improve for next year.
- ☐ [Schedule a call](#) to check in with your Word of Life Curriculum Coach to plan for next year.

**These checklist items are only applicable to parishes who purchased Portal access*