

1973-1974

Description of the Sault Area Program of Religious Education and Service
360 Maple Street, Sault Ste. Marie, Michigan 49783

The Program is dedicated to total Education and Service. Its goal is a "living, conscious, active faith" for all in its care.

- I. Scope:** The Program boundaries cover the city parishes of St. Mary's, St. Joseph, Nativity, and St. Isaac Jogues and extends to Sacred Heart Parish on Sugar Island, St. Catherine's Indian Mission at Bay Mills, and St. Francis Xavier at Brimley.
- II. Program Personnel:** Director, Priests, Grade-level Coordinators (5 sisters, 2 lay), Junior High and High School Advisor, Volunteer Teachers (65), Secretary (1), and Janitor (1).
- III. Staff Duties:** Director is responsible to the Area and Diocesan Boards for:
1. Planning and initiating programs
 2. Recruiting teachers
 3. Supervising and evaluating coordinators and teachers
 4. Conducting faculty meetings and priest/staff meetings
 5. Scheduling of classes and bus runs
 6. Scheduling parent sessions
 7. Participating and contributing to Diocesan programs and studies
 8. Choosing and ordering of texts and all teaching materials.
- Coordinators are responsible to the Director for:
1. Assisting in recruitment and training of teachers
 2. Preparing teaching materials and classrooms
 3. Keeping attendance and permanent records for each student
 4. Preparing and conducting parent sessions for sacramental preparation
 5. Attending faculty and priest/staff meetings.
- Advisor is responsible to the Director for:
1. Assisting Junior High and High School coordinators in teacher training
 2. Advising the above coordinators in matters of doctrine, dogma, and theology.
 3. Conducting correspondence courses and tutoring students when needed.
- IV. Enrollment in Religious Education Classes:** 1340 students
920 for pre-school through 6th grade - 220 Junior High students and 200 High School students. Each student attends an hour of class per week. Busing is available for the released-time students in grades 1 through 6. Junior High students are within walking distance and High School students meet for evening classes in rectories, classrooms, the Convent or homes. These latter are discussion groups. Correspondence courses are offered to students who can not otherwise attend because of distance or conflicting programs. Tutoring is offered for Special Education students or students who need "make-up" work before returning to regular classes.
- V. Needs** 2 Grade-level Coordinators

Also, Sisters who are interested in home visiting, working with young adults, pre-school parents, the sick, and the elderly. We hope to expand our services to include these areas if sufficient help is available.

Each Sister is involved in the writing of her contract and job description.