

HOW TO CIRCULATE THE AFFIRMATION & WITNESS PAGE ELECTRONICALLY

Circulate the completed Catechist's **Response Form** with the **Affirmation and Witness** page to each individual listed on the Affirmation & Witness page.

- The Pastor/Pastoral Coordinator, Catechetical Leader and mentor are asked to write a simple statement of affirmation to recognize the Catechist's efforts to develop their ministry as catechist.
- The Pastor/Pastoral Coordinator, Catechetical Leader **are not required** to read all of the Catechist's responses in the guide, but to recognize that the Catechist has completed their work.
- The mentor is invited to read through the Catechist's responses as a support to them.
- The Catechist is asked to write a simple statement reflecting on what this journey of formation has meant to them.
- Then, the Catechist sends a request for Reader assignment to the registrar, Cheryl McLean, cmclean@richmonddiocese.org. The Catechist sends the entire Response Form and Affirmation & Witness page directly to their assigned Reader.

CIRCULATION FORMS VIA EMAIL

If you have access to email, you can send your completed **Response Form** with the Affirmation & Witness page to the individuals on the Affirmation & Witness page via email. Follow these steps.

- Send your completed Response Form as an **attachment** in an email to the first individual.
- This person can open your guide, type in their statement on the Affirmation & Witness page, save the guide and **forward** the email back to you.
- Send your completed Response Form to **one person at a time**, so each one keeps adding to the sheet and sending it back to you for you to send it on to the next until it is complete.
- Then, email your completed form as an **attachment** to your assigned Reader.