

# 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.
- [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 (A second admin, technology lead, etc.)
- [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 training your catechists
    - Our Coaching Team running a training session for your parish 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 and get them onboarded to the 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 portal 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

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

## Fall/Winter

- Remind Catechists to register for our free training sessions:
  - November: Advent Webinar
  - February: Lent Webinar
  - Others TBA
  - Note: Registration links will be available on our support site and emailed out in the weeks leading up to each [webinar/workshop](#)
- 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 & 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.