



Office of
Faith Formation

ROMAN CATHOLIC DIOCESE OF BROOKLYN

HANDBOOK FOR PASTORS

Selecting and Supporting
the Catechetical Leader

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SECTION ONE

Introduction

Every believer is called to have an encounter with the Risen Lord. The New Evangelization calls each of us to a deeper conversion made possible, in part, by attention to catechesis; that is, the echoing of God's Word in our life. "Catechesis develops a deeper understanding of the mystery of Christ, encourages a more profound incorporation into the Church, and nourishes Christian living....catechesis makes concrete her mission of evangelization."¹

The Pastor has the ultimate responsibility for ensuring that all those entrusted to his care have the opportunity not only to meet Christ, but to get to know Him in a deep and abiding way. The Pastor does not work alone, however, in this most important task. Today's catechetical leader must be a competent, dedicated disciple of Christ. The Bishops of New York State remind us that, "While there is no easy solution to the challenges..., we believe that evangelization and effective catechetical ministry are part of the answer to renew the local Church."²

For purposes of clarity, the term *catechetical leader* used in this document refers to the Director of Faith Formation, Coordinator of Religious Education, Coordinator of Youth Ministry, Coordinator of Young Adult Ministry, Coordinator of Adult Faith Formation, Coordinator of the Rite of Christian Initiation of Adults, and Coordinator of the Rite of Christian Initiation of Adults Adapted for Children. The Church also recognizes others who serve as catechetical leaders: for example, the school/academy principal, the Pastoral Associate who has a primary responsibility for catechesis, and the music minister.

The Diocesan Office of Faith Formation is prepared to assist those responsible for leading, organizing, and carrying out the catechetical mission in each parish of the Roman Catholic Diocese of Brooklyn. This document is meant to provide the necessary framework for ensuring that the proper catechetical leadership is in place at the parish level. The discerning of particular details relating to practical work issues such as salary, work schedule, and office location and space is left to the discretion of the Pastor, preferably in conjunction with an advisory team and working with the appropriate Diocesan Offices.

Theodore J. Musco

DIRECTOR, OFFICE OF FAITH FORMATION

- 1 United States Conference of Catholic Bishops (USCCB), *National Directory for Catechesis* (NDC), (Washington, D.C.: USCCB, 2005) no. 22
- 2 Bishops of New York State, *The Catechetical Leader in the Third Millennium*, (New York: Bishops of New York State, (2011) p. 2



SECTION TWO

Those Involved in the Local Catechetical Mission

1. Diocesan Bishop

Ultimate responsibility for faith formation and religious education in the Roman Catholic Diocese of Brooklyn rests with the Diocesan Bishop, “herald of the faith” and authentic teacher. As such, the Diocesan Bishop offers direction and support to the work of faith formation through his leadership, his actions, and the work of his staff and Diocesan offices and agencies.

Bishops are, “Beyond all others the ones primarily responsible for catechesis, the catechist par excellence.”³ As chief catechist in the Diocese, the Bishop is responsible for the total catechetical mission of the local Church.⁴

2. Secretary for Catholic Education and Formation

The Secretary for Catholic Education and Formation supervises the Office of Faith Formation along with the other agencies of the Secretariat, namely, the Office of Diaconate Formation, the Office of the Superintendent ~ Catholic School Support Services, and the Pastoral Institute. In collaboration with one another, the four agencies provide initial and on going formation in ministry for those serving in our parishes, schools, and academies. The Secretary serves as a communicator between the Office of Faith Formation and the Diocesan Bishop.

3. Diocesan Director of Faith Formation

The Diocesan Director of the Office of Faith Formation is responsible for effective advocacy and communication of the catechetical mission of Catholic education in Brooklyn and Queens. The Diocesan Director oversees the Office of Faith Formation and assists pastors/administrators and catechetical leaders in furthering the catechetical mission of the Church in the Diocese. The Director is appointed by and accountable to the Bishop and reports to the Secretary for Catholic Education and Formation.

4. Staff of the Office of Faith Formation

The Bishop does not minister alone. He works with his priests and those whom he appoints

3 John Paul II, *Catechesi Tradendae*, (Washington, DC:USCCB, 1979), no. 63.

4 USCCB, *National Directory for Catechesis*, (Washington, DC: USCCB, 2005), no. 54.



to assist him in this important work. He designates skilled and professional staff members, under the direction of the Diocesan Director.

In addition to general oversight, the Director is responsible for the following areas:

- Adult Faith Formation
- Catechist Faith Formation
- Special Needs Faith Formation
- New Evangelization
- Parent Engagement
- Curriculum

The three coordinators of the Office of Faith Formation have responsibility for the following areas:

- Childhood Faith Formation
- Adolescent and Young Adult Faith Formation
- Marriage and Family Life

5. Pastor and Parochial Vicar

The Pastor, by appointment of the Bishop in accord with Canon Law, is invested with the responsibility for providing faith formation and religious education for those entrusted to his care. Thus, the Pastor is the chief administrative officer of the total parish faith formation program. As such, he has the responsibility for setting and maintaining the spiritual tone of the parish. He is primarily responsible for seeing that the catechetical needs are articulated and met, and that appropriate leadership is available to serve the various needs of all age groups.

The Pastor should ensure that:

- Catechesis is emphasized in a way that provides age appropriate opportunities for adults, youth, and children
- A total parish plan for catechesis is developed and implemented in consultation with the parish council and parish catechetical leadership
- Catechesis for adults of all ages is a priority—adult formation should be provided in such a way that parishioners would recognize it as the parish's primary catechetical mission



- The catechesis of youth and young adults is situated within a comprehensive plan for youth ministry in the parish
- Catechists at all levels are well formed and trained for the task
- Catechetical formation is available for all language groups
- The baptismal catechumenate is a vital component in the organization of catechesis in the parish
- The catechumenate is an essential process in the parish, one that serves as the inspiration for all catechesis⁵
- Couples asking for the sacrament of Matrimony receive comprehensive marriage preparation, by preaching, by catechetical instruction adapted to children, young people and adults, indeed by the use of the means of social communication (Can. 1063).
- The faithful are instructed in the meaning of Christian marriage and in the role of Christian spouses and parents (Can. 1063).

The role of priests in the catechetical effort of the parish is a special source of leadership. Priests exercise their leadership through their encouragement, liturgical/sacramental ministry, and involvement in planning, catechizing, and providing liturgical celebrations for the faith formation programs in collaboration with the DFF/CRE, as determined at the parish level.

6. Pastoral Associate

Working collaboratively with the Pastor / Administrator and other members of the parish staff, the Pastoral Associate may have direct parish catechetical responsibility in some capacities. For instance, the Pastoral Associate might be the parish DFF or may have direct supervisory responsibility in the areas of RCIA, adult faith formation and spirituality, and marriage and family life concerns. In parishes where the Pastoral Associate does not have any direct catechetical role, they could share in the catechetical mission through teaching, liturgical ministry, and social ministry.

7. Deacon

Deacons, under the guidance of their Pastor/Administrator and in collaboration with the priests and other members of the parish staff, also share in the catechetical mission of the parish through their preaching, teaching and witness to Christian service. Their involvement in the catechetical mission of the parish is highly encouraged.

⁵ NDC, #54



8. Parish Advisory Councils, Boards, Committee, and Commissions

The Parish Pastoral Council and other parish boards, committees, and commissions work along with the Pastor and the DFF/CRE in a special advisory manner to fulfill the catechetical mission of the Church according to a parish catechetical plan.

9. Parish Catechetical Leaders

The parish catechetical leader is selected to serve the parish in one of the following capacities and assists the Pastor in his effort to provide exemplary faith formation to those entrusted to his care.

Serving a particular need, the parish catechetical leader may be identified as the:

- a. Director of Faith Formation
- b. Coordinator of Religious Education
- c. Coordinator of Youth Ministry
- d. Coordinator of Young Adult Ministry
- e. Coordinator of Adult Faith Formation
- f. Coordinator of the Rite of Christian Initiation of Adults
- g. Coordinator of the Rite of Christian Initiation of Adults Adapted for Children

Other catechetical leaders include:

- h. School/Academy Principal
- i. Pastoral Associate



SECTION THREE

Selecting a Catechetical Leader

Prospective candidates for the position of any catechetical leader listed above shall:

- Complete the standard application available from the Diocesan Office of Faith Formation
- Submit a professional resume
- Provide transcripts which verify the level of academic achievement
- Provide a letter of recommendation from one's Pastor (for lay candidates) or a letter of approval from one's major superior or delegate (for members of a religious community)

After the completed application has been received by the Director of the Office of Faith Formation (or his delegate), the Director may request an initial interview with the applicant.

Following the initial interview, the applicant will be notified of the decision to include or not include him/her on the Availability List which is circulated among those Pastors requesting candidates for a particular available position.

The Pastor and his selection committee may choose to interview a candidate or several candidates listed on the Availability List.

The Pastor of the parish is the person who makes the final decision to hire the catechetical leader and becomes the official employer on behalf of the parish.

Once a person has been selected by the Pastor, the Pastor notifies the Director of the Office of Faith Formation so that the person's name may be removed from the Availability List.

When hiring a religious, please consult with the Delegate for Religious, whose office is located at 310 Prospect Park West, Brooklyn, New York.



SECTION FOUR

Professional Development and National Certification

Professional Development

The specific competencies of the catechetical leader called for in the New York States Bishops' document *The Catechetical Leader in the Third Millennium* require a particular set of skills. The catechetical leader will develop and enhance these skills **by active and regular participation** in a program of professional development. *The Catechetical Leader in the Third Millennium* will serve as the foundation for all catechetical leader professional development. Ongoing participation by the catechetical leader is required as part of one's commitment to the catechetical ministry.

The ***Catechetical Leaders Professional Development Program*** of the Diocese of Brooklyn is part of the ***Living and Leading by Faith Catechist Formation Program*** and will emphasize particular skills relating to:

- basic leadership
- relationship building
- strategic planning
- collaboration/teamwork/empowering
- meeting planning and execution
- conflict management
- communication

For those new to the Diocese of Brooklyn or without previous catechetical leader experience, the Catechetical Leaders Professional Development Program consists of monthly sessions for a three year period as well as planned extraordinary meetings and gatherings which fulfill the requirements for the *Living and Leading by Faith Catechist Formation Program*.

For those serving in the Diocese of Brooklyn as a catechetical leader for more than three years, the Catechetical Leaders Professional Development Program consists of bi-monthly sessions each year as well as planned extraordinary meetings and gatherings which fulfill the requirements for the *Living and Leading by Faith Catechist Formation Program*.



National Certification

The Alliance for the Certification of Lay Ecclesial Ministers is the national organization that certifies individuals in order to promote professional, competent and faithful ministries. The certification of catechetical leaders is under the sponsorship of the National Conference for Catechetical Leadership (NCCL).

The certification process is based on the *National Standards for Lay Ecclesial Ministry* which was approved by the United States Catholic Bishops/Commission on Certification and Accreditation in November 2011. The standards are based on the four “pillars” of formation: human, spiritual, intellectual and pastoral as set forth in *Co-Workers in the Vineyard of the Lord* (USCCB, 2005).

The certification process consists of three steps: Apply, Prepare, Submit. All three steps are done online using the tools provided at www.lemcertification.org.

1. **Apply:** Sign up for an online account and submit your application materials and fee to NCCL which represents the catechetical ministry.
2. **Prepare:** After the application has been approved and the candidate has been accepted for certification, he/she builds an online ministry portfolio which documents how the individual meets the national certification standards.
3. **Submit:** When the portfolio is completed, the candidate submits materials for review. If approved by NCCL and the Alliance, he/she will be notified of certification being granted.

Initial applications are accepted before the March 1 and October 1 deadlines each year.



SECTION FIVE

Workplace Issues

Each Pastor, after consulting the appropriate parish advisory committee(s) and the appropriate diocesan offices, is responsible for ensuring that the working conditions for the catechetical leader are reasonable and just. Because the catechetical leader is a professional employee, the following areas are to be considered and discussed between the Pastor and the catechetical leader.

For purposes of this document, the workplace issues are divided into three categories:

Items Specific to this Document (Contact Office of Faith Formation 718.281.9544 for consultation):

1. Ministry Description
2. Accountability
3. Pastor's expectations
4. Job/ministry-related resources

Items Specific to Parish Handbook and Particular to Each Parish (Contact HR Service Center 718.399.5980 for consultation):

5. Salary and pay schedule
6. Continuing education
7. Professional expenses
8. Office budget
9. Office space
10. Length of workday/workyear
11. Days off, sick days, vacation days, annual retreat
12. Job-related expense reimbursement
13. Evaluation



Items Specific to Employment Labor Regulations, Health and Retirement Benefits (Contact HR Service Center 718.399.5980 for consultation):

14. Maternity Leave
15. Short-term Disability
16. Benefits
17. Everyone is employed “At Will”—NO CONTRACTS

In the case of a religious, please consult first with the Delegate for Religious at 718-965-7300, ext. 5502, located at 310 Prospect Park West, Brooklyn, New York.



SECTION SIX

Director of Faith Formation (DFF)

The position of Director of Faith Formation (DFF) is to be held by a fully initiated Catholic individual who is responsible for collaborating with the Pastor to oversee the program of faith formation.

The Director of Faith Formation is responsible for the following if included in the particular parish job description:

- Plans, organizes, implements, and assesses all life-long religious education programs of the parish
- Develops and implements a parish catechetical plan as called for in the *National Directory for Catechesis* (Washington, D.C., USCCB, 2005)
- Oversees the Sacramental program of the parish
- Cooperates with the Catholic school and/or Catholic academy principal(s)
- Oversees the Rite of Christian Initiation of Adults (RCIA) process and the RCIA Adapted for children
- Oversees the Youth Ministry, Young Adult, and Adult Faith Formation, and Persons with Disabilities programs of the parish
- Establishes and oversees initiatives for the New Evangelization, Family Life Ministry, and other diocesan initiatives as necessary
- Plans, organizes and implements marriage enrichment initiatives to support those who have entered marriage, so that by faithfully observing and protecting their conjugal covenant, they may day by day achieve a holier and a fuller family life
- Plans, organizes and implements marriage support initiatives to assist couples who are facing serious issues in their married life and individuals who are separated and divorced
- Develops and implements a parish Respect Life program including post-abortion ministry, natural family planning awareness, education on Catholic teaching regarding euthanasia, end of life issues, the death penalty and other topics according to the Respect Life program issued annually by the USCCB
- Recruits, screens, and supervises parish catechists



- Maintains all student and catechist records
- Administers the *Living and Leading by Faith Catechist Formation Program* locally
- Plans and leads catechist meetings at least monthly during the pastoral year
- Chooses the religious education textbook from the United States Conference of Catholic Bishops (USCCB) Conformity List of approved texts
- Prepares and monitors the annual Religious Education budget
- Prepares a calendar of events and class meetings
- Participates in meetings of the Parish Pastoral Council (PPC), the Cluster, or the region
- Follows all diocesan directives and mandates, including but no limited to, the Safe Environment mandates
- Prepares and presents to the Pastor and Diocesan Director of Faith Formation an Annual Catechetical Report

The *Director of Faith Formation* will:

- Accept and live the Gospel and the teachings of the Catholic Church
- Commit to ongoing spiritual formation and professional development
- Effectively convey the scope and methods of evangelizing catechesis
- Build and enhance a sense of community and collaboration
- Recruit, train, and supervise catechists
- Provide catechetical programs that respect various cultures and languages
- Embrace the technology that will transform and enhance catechesis
- Have the administrative skills necessary to carry out the responsibilities agreed to in the job description
- Meet all the requirements of the Diocesan Safe Environment Office
- Hold a masters degree in an appropriate field such as Theology, Religious Education, Religious Studies, Pastoral Ministry
- Have at least five years experience as a catechist (school or parish)



- Have Initial Catechist Formation and Ongoing Catechist Formation Certificates of Completion (or their equivalents) and be working in the Enrichment component of the *Living and Leading by Faith Catechist Formation Program*
- Participate in the programs and initiatives of the Diocesan Office of Faith Formation



SAMPLE JOB DESCRIPTION

for the Director of Faith Formation (DFF)

PARISH:

POSITION: Director of Faith Formation (DFF)

SUPERVISOR: Pastor

JOB SUMMARY: The Director of Faith Formation administers (designs, develops, directs, and evaluates) a total parish catechetical program and provides leadership to assist a parish community in building a solid foundation for adult spirituality, Christian living, ministry and outreach.

POSITION CONTENT

Major position responsibilities and regular activities:

1. Designs catechetical programs which support lifelong faith formation:
 - Conducts needs assessments in the parish.
 - Integrates insights from current catechetical literature into program planning.
 - Develops goals, objectives, and strategies for the total religious education program.
 - Articulates a vision/direction for the parish catechetical program.
 - Pursues further education and professional development.
2. Develops a coordinated approach toward total parish religious education (i.e. faith development through catechesis on all levels).
 - Designs catechetical programs which meet the needs of the parish community.
 - Recruits/hires, trains, supervises, and evaluates catechists and support staff.
 - Maintains relationship with pastor, other parish staff members, commission, catechetical staff and Diocesan Office of Faith Formation.
 - Develops individualized programs for parishioners with special religious education needs.
 - Is responsible for the maintenance of a parish library.
 - Is responsible for the acquisition and maintenance of AV equipment.



3. Directs the implementation and on-going management of the total parish faith formation program:
 - Identifies and enables leadership within the community to take responsibility for program components.
 - Adjusts program components (space, time, materials, human, and physical resources) as needed.
 - Creates and monitors a budget (income and revenue allocation) for the operation of programs.
 - Obtains resources (AV, parish, library, textbooks, liturgy materials) which complement the religious education efforts in the parish.
 - Negotiates for space and other physical environment requirements. Coordinates liturgical/sacramental functions and varied prayer experience.
 - Communicates with participants, parents, parish-at-large to keep them informed of religious education efforts.
4. Evaluates the religious education programs of the total parish in relation to the goals, objectives and strategies:
 - Conducts program evaluation at all levels (parish staff, catechetical staff, participants)
 - Collates evaluation information and gives feedback to appropriate groups (Education commission, parish staff, program participants, etc.).
 - Adjusts religious education programs in relation to parish feedback and current professional literature.
 - Meets with coordinators of programs to elicit further information regarding evaluation and future planning.



RESPONSIBILITY FOR QUANTIFIABLE MEASURES

- a. The Director of Faith Formation is responsible for a budget of _____.
- b. The Director of Faith Formation supervises a catechetical and support staff of _____ who are paid and _____ who are volunteers.

WORKING ENVIRONMENT

This position requires frequent evening and weekend work.

ADDENDUM: The following is a list of programs for which a Director of Faith Formation could be responsible. Depending on the size of the parish, no single individual could be expected to administrate all of these programs.

- Elementary Parish Program of Religious Education
- High School/Youth Religious Education Program
Elementary School/Academy Religion Program
- Early Childhood Programs
- Sacramental Preparation Programs (Baptism, Confirmation, Eucharist, Reconciliation, Marriage)
- Special Religious Education Programs
- Vacation Bible School
- Adult Education Programs
RCIA Process

MINIMUM QUALIFICATIONS:

Education: The Director of Faith Formation is expected to hold a master's degree in an appropriate field such as Theology, Religious Education, Religious Studies, Pastoral Ministry.

Experience: The Director of Faith Formation is expected to have a minimum of five years teaching experience in a Catholic school or equivalent and at least one year of paid administrative experience.

Skills/Knowledge: The Director of Faith Formation is expected to have capabilities in:

- Theology



- Program Development
- Communication and Relationship Building
- Administration and Management
- Catechist Development
- Education



SECTION SEVEN

Coordinator of Religious Education (CRE)

In conjunction with the Pastor, the *Coordinator of Religious Education* is responsible for the following if included in the particular parish job description:

- Plans, organizes, implements, and assesses the parish's religious education program
- Assists in the recruitment, screening, and supervision of parish catechists
- Recommends to the Pastor the USCCB approved religious education textbook for use in the parish program , audio-visual materials, and other education resources
- Participates in meetings of the Parish Pastoral Council (PPC), the Cluster, and the region
- Maintains all student and catechist records
- Administers the *Living and Leading by Faith Catechist Formation Program* locally
- Plans and leads catechist meetings at least monthly during the pastoral year
- Assists in planning and implementing a portion of the annual religious education budget
- Prepares a calendar of events and class meetings
- Meets regularly with the Pastor or his designee for catechesis
- Follows all diocesan directives and mandates, including but not limited to, the Safe Environment mandates
- Prepares and presents to the Pastor and Diocesan Director of Faith Formation an Annual Catechetical Report

The *Coordinator of Religious Education* will:

- Accept and live the Gospel and the teachings of the Catholic Church
- Commit to ongoing spiritual formation and professional development
- Effectively convey the scope and methods of evangelizing catechesis
- Build and enhance a sense of community and collaboration
- Meet all the requirements of the Diocesan Safe Environment Office



- Have the ability, knowledge, and administrative skills necessary to carry out the responsibilities agreed to in the job description
- Hold a bachelors degree in an appropriate field such as Theology, Religious Education, Religious Studies, Pastoral Ministry and/or have completed the three year program of the Pastoral Institute of the Diocese of Brooklyn
- Participate in the programs and initiatives of the Diocesan Office of Faith Formation



SAMPLE JOB DESCRIPTION

for the Coordinator of Religious Education (CRE)

PARISH:

POSITION: Coordinator of Religious Education (CRE)

SUPERVISOR: Pastor or Director of Faith Formation

JOB SUMMARY: Collaborating with the Pastor and the Director of Faith Formation (if one exists), the Coordinator of Religious Education is responsible for overseeing the parish program of religious education for students in pre-school through grade eight.

POSITION CONTENT

Major position responsibilities and regular activities:

1. Assist in the design of catechetical programs which support lifelong faith formation.
 - Conducts needs assessments in the parish.
 - Integrates insights from current catechetical literature into program planning.
 - Assists with the development of goals, objectives, and strategies for the religious education program.
 - Articulates a vision/direction for the parish catechetical program.
 - Pursues further education and professional development.
2. Develops a coordinated approach toward total parish religious education, i.e. faith development through catechesis on all levels.
 - Assists with designing catechetical programs which meet the needs of the parish community.
 - Assists in recruiting/hiring, training, supervising, and evaluating catechists and support staff.
 - Maintains relationship with Pastor, other parish staff members, commission, catechetical staff and Diocesan Office of Faith Formation
 - Develops individualized programs for parishioners with special religious education needs.



- May be responsible for the acquisition and maintenance of AV equipment.
3. Directs the implementation and on-going management of the parish religious education program pre-school through grade eight:
- Identifies and enables leadership within the community to take responsibility for program components.
 - Adjusts program components (space, time, materials, human, and physical resources) as needed.
 - Creates and monitors a budget (income and revenue allocation) for the operation of programs.
 - Obtains resources (AV, parish, library, textbooks, and liturgy materials) which complement the religious education efforts in the parish.
 - Negotiates for space and other physical environment requirements.
 - Coordinates liturgical/sacramental functions and varied prayer experience.
 - Communicates with participants, parents, parish-at-large to keep them informed of religious education efforts.
4. Evaluates the faith formation programs of pre-school through grade eight in relation to the goals, objectives and strategies:
- Conducts program evaluation at all levels (parish staff, catechetical staff, and participants)
 - Collates evaluation information and gives feedback to appropriate groups (education commission, parish staff, program participants, etc.)
 - Adjusts faith formation programs in relation to parish feedback and current professional literature.
 - Meets with coordinators of programs to elicit further information regarding evaluation and future planning.

RESPONSIBILITY FOR QUANTIFIABLE MEASURES

- a. The Coordinator of Religious Education is responsible for a budget of_____.
- b. The Coordinator of Religious Education supervises a catechetical and support staff of _____ who are paid and _____ who are volunteers.



WORKING ENVIRONMENT

This position entails frequent evening and weekend work.

ADDENDUM: The following is a list of programs for which a Coordinator of Religious Education could also be responsible:

- Sacramental Preparation Programs (Baptism, Confirmation, Eucharist, Reconciliation)
- Special Religious Education Programs
- Vacation Bible School
- Other as indicated by the Pastor

MINIMUM QUALIFICATIONS:

Education: The Coordinator of Religious Education is expected to hold a Bachelors Degree in an appropriate field such as Theology, Religious Education, Religious Studies, and Pastoral Ministry and/or have completed the three year program of the Pastoral Institute of the Diocese of Brooklyn.

Experience: The Coordinator of Religious Education is expected to have a minimum of three years as a successful parish catechist and at least one year of paid/volunteer administrative experience in a catechetical setting.

Skills/Knowledge: The Coordinator of Religious Education is expected to have knowledge of:

- Theology
- Program Development
- Communication and Relationship Building
- Administration and Management
- Catechist Development
- Education



SECTION EIGHT

Coordinator of Youth Ministry (CYM)

Responsibility of the Coordinator of Youth Ministry

Working in conjunction with the Pastor, the Coordinator of Youth Ministry (CYM) provides vision and coordination for the parish's efforts in ministry to young people from 6th through 12th grades. This might include high school and middle school sessions (weekly or bi-weekly gatherings), monthly activities, catechesis and sacramental preparation (Confirmation).

The Coordinator of Youth Ministry will:

- Accept and live the Gospel and the teachings of the Catholic Church
- Report to the Pastor or the Director of Faith Formation
- Commit to ongoing spiritual formation and professional development
- Effectively convey the scope and methods of evangelizing catechesis
- Build a sense of parish community and collaboration through the implementation of a variety of youth faith based programs
- Meet all the requirements of the Diocesan Safe Environment Office
- Have the ability, knowledge, and administrative skills necessary to carry out the responsibilities agreed to in the job description
- Hold a Bachelors Degree in an appropriate field such as Theology, Religious Education, Religious Studies, Pastoral Ministry and/or have completed the three year program of the Pastoral Institute of the Diocese of Brooklyn
- Complete the Basic Youth Ministry Course provided by the Diocesan Coordinator of Adolescent and Young Adult Faith Formation
- Participate in the programs and initiatives of the Diocesan Office of Faith Formation
- Have completed the Initial Formation in *Living and Leading by Faith Catechist Formation Program*
- Attend Diocesan youth ministry gatherings and meetings



SAMPLE JOB DESCRIPTION

for the Coordinator of Youth Ministry (CYM)

PARISH:

POSITION: Coordinator of Youth Ministry (CYM)

1. GENERAL RESPONSIBILITY

The Coordinator of Youth Ministry (CYM) provides vision and coordination for the parish's efforts in ministry to young people from 6th through 12th grades. This includes high school and middle school sessions (weekly or bi-weekly gatherings), monthly activities, catechesis and sacramental preparation (Confirmation).

2. ACCOUNTABILITY

The Coordinator of Youth Ministry is a member of the parish staff who reports directly to the Pastor or Director of Faith Formation.

3. RESPONSIBILITIES

As a parish staff member, the CYM will:

- Attend regular staff meetings
- Participate in staff planning
- Communicate to staff about youth ministry activities
- Seek staff input in planning youth ministry activities
- Be a resource person to parish staff on issues related to youth and youth ministry
- Serve as the liaison with the pastor, parish staff and the parish council

Parish Youth Ministry—the parish youth ministry program integrates adolescent catechesis into a comprehensive ministry to, with, by and for young people. The CYM's responsibilities include:

- Facilitating the Youth Leadership Team, which is responsible for planning, implementing, and evaluating a comprehensive youth ministry program
- Serving on the Youth Ministry Commission, which is an oversight group providing vision, direction, support, and advocacy for the parish ministry with youth



- Coordinating the recruitment, training, supporting, and evaluating of volunteers in the youth ministry program
- Developing a systematic and intentional plan for adolescent catechesis that utilizes a creative variety of formats, settings, and timeframes
- Providing resources (print, video, archdiocesan events) for effective programming
- Providing appropriate training for the adults and young people in leadership positions
- Coordinating the Confirmation program
- Fostering the involvement of young people in the life of the parish, including serving on various parish committees and being involved in parish activities
- Coordinating the outreach to and evangelization of all young people in the parish
- Providing appropriate services and programs for parents of adolescents
- Advocating for a comprehensive vision of youth ministry, based on the 1997 USCCB document, *Renewing The Vision: A Framework for Catholic Youth Ministry*
- Serving as the liaison with the Diocesan Office of Youth Ministry and their programs, services and resources
- Participating in the Diocesan Association of Professional Youth Ministers

4. RELATIONSHIPS

- Pastor or Director of Faith Formation—immediate supervisor
- Parish Staff—close cooperation and communication and seek staff involvement and input when appropriate
- Parish Council—attend regular meetings and provide a youth ministry report
- Parish Committees—communicate and collaborate with appropriate committees, i.e., liturgy, social justice, religious education, etc.
- Youth Ministry Commission—close support and involvement
- Parents and Parishioners—regular communication and seek input as appropriate
- Diocesan Offices—regular communications, adherence to diocesan policies, participation in diocesan activities and meetings

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Diocesan Vision for Comprehensive Youth Ministry

Renewing the Vision: A Framework for Catholic Youth Ministry, by the Bishops of the United States, poses three goals that we accept as the centerpiece of our process for comprehensive Youth Ministry in the Roman Catholic Diocese of Brooklyn:

1. Empowering young people (junior high school grades six through eight and senior high school grades nine through twelve) to live as disciples of Jesus Christ in our world today.
2. Drawing young people to responsible participation in the life, mission, and work of the Church.
3. Fostering the personal and spiritual growth of each young person.

Each and every parish will assess its current situation and dedicate the appropriate resources to achieve these goals. This approach involves the whole parish community, and calls specifically on the special skills of several dedicated and trained people:

- The Youth Ministry Coordinator serves as the facilitator for Youth Ministry.
- The Youth Ministry Coordinating Team consists of youth and adults who organize programs and strategies.
- The Youth Ministry Program Leaders are adults and youth who lead specific programs and ministry strategies.
- The Youth Ministry Support Roles are adults and youth who provide support for youth ministry through a variety of roles including clerical support, hospitality, transportation, etc.

Comprehensive Youth Ministry processes for grades six through eight and grades nine through twelve will address all of the following areas:

- **Advocacy:** To engage the Church in examining its priorities and practices to determine how well young people are integrated into the life, mission, and work of the Catholic community.
- **Catechesis:** To develop a deeper relationship with Jesus Christ and the Christian community, and increase their knowledge of the core content of the Catholic faith.
- **Community Life:** To build an environment of love, support, and appreciation for diversity that models Catholic principles of relationships and community life.
- **Evangelization:** To share the good news of the reign of God and invite young people to hear about the Word made flesh.



- **Justice and Service:** To serve those in need, to pursue peace, and to defend the life, dignity, and rights of all our brothers and sisters.
- **Leadership Development:** To call forth, affirm, and empower the diverse gifts, talents, and abilities of adults and young people in our faith communities for comprehensive ministries with adolescents.
- **Pastoral Care:** To share a compassionate presence in imitation of Jesus' care of people, especially those who are hurting and in need. The ministry of Pastoral Care involves promoting adolescent and family development through a variety of positive strategies; caring for adolescents and families in crisis through support, counseling, and referral.
- **Prayer and Worship:** To celebrate and deepen young people's relationship with Jesus Christ through the bestowal of grace, communal prayer and liturgical experiences.

The outcomes of a process of comprehensive Youth Ministry are many. Developing and strengthening a comprehensive Youth Ministry process by exploring all of the areas above will provide the youth with opportunities to become better stewards of their parish and their own spirituality. Not only will they participate in the liturgies, activities, and organizations of the parish, but they will continue to grow in the true faith, united with Jesus surrounded by the Catholic community.



SECTION NINE

Coordinator of Young Adult Ministry (CYAM)

The U.S. Bishops approved a pastoral plan for reaching out to the young adult community entitled ***Sons and Daughters of the Light***. The goals are to help connect young adults with Jesus Christ, the Church, the mission of the Church in the world, and with a peer community in which their faith is nurtured and strengthened. (*Sons and Daughters of the Light*, 28-41) The main goal is not to create another program, but to help parishes become more open and responsive to the needs of young adults. The Ministry with Young Adults at the diocesan level offers in-service workshops to help leaders from the various ministries understand the plight of young adults today and how they might enhance their existing ministries to attract and serve young adults. Empowering leadership and involving young adults are key components of these in-service workshops.

GOALS AND OBJECTIVES FOR MINISTRY WITH YOUNG ADULTS

Goal One: To connect young adults with Jesus Christ

Objectives: Spiritual formation and direction based on personal relationship with Jesus; religious education and formation to help young adults appreciate the Church's teachings and traditions; vocation discernment

Goal Two: To connect young adults with the Church

Objectives: Evangelizing outreach where young adults gather; forming the faith community by inviting young adults to participate in Church life; pastoral care that responds to the spiritual and developmental needs of young adults

Goal Three: To connect young adults with the mission of the Church in the world

Objectives: Conscience formation based on the Gospel and on Church teaching; providing educational and service opportunities to practice gospel values; developing leaders for society and church life

Goal Four: To connect young adults with a peer community

Objectives: To form faith communities of peers; to develop peer leadership; to identify young adult teams in parishes and organizations and on campus

The suggested strategies can relate to more than one goal and are designed to spark creative thinking about what might work in one's own setting. The strategies are based on several considerations:



1. Young Adult Ministry is aimed at integrating young adults into the life of the parish. Young adults also need opportunities to be with their peers.
2. Ministry with young adults may be done in large groups (monthly young adult Masses), small groups (Bible study, support groups), and with individuals (providing spiritual books and audiotapes).
3. Young Adult Ministry can build on existing programs that already serve young adults (marriage and baptismal preparation, RCIA)
4. Young adults are not just the recipients of ministry; they can also minister to others, especially their peers.
5. Young Adult Ministry needs to connect with young adults where they are — in their neighborhoods, in the workplace, at Sunday Mass.

Sons and Daughters of the Light, 28-41

THE VISION OF YOUNG ADULT MINISTRY

The National Catholic Young Adult Ministry Association (NCYAMA) advocates for a vision of Young Adult Ministry that helps young adults bridge the gap between their adolescent experience of faith and being fully integrated as adults in the Catholic Church. This vision is realized by connecting women and men in their late teens, twenties, and thirties, married and single, with God, with the Church, with the mission of the Church in the world, and with a peer community of faith.

The Coordinator of Young Adult Ministry will:

- Be an active Catholic who is in good standing with the Church
- Report to the Pastor or the Director of Faith Formation
- Have an undergraduate degree (B.S. or B.A.) and a reasonable competency in Catholic theology
- Participate in professional development opportunities offered by the Diocese and elsewhere
- Have a passion for and commitment to working with young adults
- Have at least Initial Formation from the *Living and Leading by Faith Catechist Formation Program* or equivalent
- Have at least one year of ministry experience either as a staff person or dedicated volunteer



- Have gifts that include: servant leadership, relationship building, communication (oral and written), and competency of working with social networking sites and websites



SAMPLE JOB DESCRIPTION

for the Coordinator of Young Adult Ministry (CYAM)

PARISH:

POSITION: Parish Young Adult Minister – 5 to 10 hours per week

Job Description: College students and young adults are an important portion of our community to which we need to reach out. Young Adult Ministry provides a unique opportunity for the Church to mobilize, reach and disciple people at a critical junction in their lives. It is the objective of this position to build on current ministry structures within the parish and regional/vicariate/deanery to effectively reach, build up and minister to those in the life stages of college, singles, engaged couples, young marrieds, and young families. We project that 75% of time/effort will be devoted to coordinating a monthly event with the help of young adult volunteers, 10% to recruiting and reaching out to young adults in the parish, 10% towards creating and then using effective communication strategies to increase young adult involvement in both parish and regional/vicariate/ deanery activities, and 5% ensuring current parish programming is young adult inclusive.

JOB RESPONSIBILITIES

- Serve as point person for young adults within the Parish working collaboratively with the Pastor and parish staff members
- Provide at least one monthly event to serve at least one young adult constituency present in the parish
 - Examples of young adult constituencies: College Students, Young Marrieds, Young Families, Singles, etc.
 - Examples of event focus areas (your monthly events could focus on all, some or one of these areas) – Community Life (Social), Leadership Development, Justice & Service, Pastoral Care, Evangelization, Advocacy, Catechesis, Prayer & Worship
- Begin to develop a network of young adults within the parish through all of the following methods:
 - Monthly newsletter, bulletin articles or emails, Facebook, Twitter
 - Offer a welcome dinner or needs session



- Offer leadership planning opportunities (e.g., a planning committee for one large yearly event or come together to plan the month events)
- Connect young adults in the parish to the regional conferences, retreats, leadership development opportunities, and other young adult activities
- Identify at least one young adult in the parish to be part of a regional/vicariate/deanery leadership or planning team
- Recruit young adults to parish programming and governance through personal invitation
- Begin to ensure that your current parish programming is providing a young adult inclusive environment

DESIRED QUALIFICATIONS & SKILLS

- Active Catholic who is in good standing with the Church
 - Shows a clear, consistent, exemplary commitment to Christ and His message, combined with a willingness to grow and mature in that relationship
 - Personal convictions should include: a clear love and commitment to the life and ministry of the Church
- Undergraduate degree (B.S. or B.A.) and a reasonable competency of Catholic theology
- Candidate will participate in at least one professional development opportunity per year
- Must have a passion for and commitment to working with young adults
- At least 1 year of ministry experience either as a staff person or dedicated volunteer
- Candidate's gifts should include: servant leadership, relationship building, communication (oral and written), and competency of working with social networking sites and websites



SECTION TEN

Coordinator of Adult Faith Formation (CAFF)

GENERAL RESPONSIBILITY OF THE COORDINATOR OF ADULT FAITH FORMATION (CAFF)

The Coordinator of Adult Faith Formation is responsible for taking the leadership role in the parish by implementing the goals and objectives for Adult Faith Formation as stated in *Our Hearts Were Burning Within Us: A Pastoral Plan for Adult Faith Formation in the United States* (Washington, DC: USCCB, 2005).

The **Coordinator of Adult Faith Formation** (CAFF) will:

- Be an active Catholic who is in good standing with the Church
- Report to the Pastor or the Director of Faith Formation
- Show a clear, consistent, exemplary commitment to Christ and His message, combined with a willingness to grow and mature in that relationship
- Possess personal convictions that include a clear love and commitment to the life and ministry of the Church
- Have an undergraduate degree (B.S. or B.A.) and a reasonable competency of Catholic theology
- Participate in professional development opportunities offered by the Diocese and elsewhere each year
- Have a passion for and commitment to working with young adults
- Have at least one year of ministry experience either as a staff person or dedicated volunteer
- Possess gifts that include: servant leadership, relationship building, communication (oral and written), and competency of working with social networking sites and websites

DIOCESAN VISION FOR ADULT FAITH FORMATION

In *Our Hearts Were Burning Within Us: A Pastoral Plan for Adult Faith Formation in the United States* (Washington, DC: USCCB, 2005), the bishops of the United States identify three major goals of adult faith formation which we, as the faithful of the Diocese of Brooklyn, adopt as our own. Adult faith formation invites the adult Catholic to:



1. Deepen their conversion to the Lord
2. Actively participate in the life of the Church
3. Accept their rightful place in the Church's mission to evangelize

Since adults are called to be disciples of Christ through Baptism, programs of adult faith formation assist them to better understand the Catholic faith as well as its practical application in living a Christian life. Each pastor, in collaboration with local and diocesan staff, is called to provide the human and financial resources necessary to organize and implement a program of adult faith formation. This may be done in cooperation with other parishes. A comprehensive program of adult faith formation should include a study of at least the following:

- Sacred Scripture
- Tradition
- The Creed
- Personal and Communal Prayer
- The Sacraments
- The Ten Commandments and the Eight Beatitudes
- Catholic spirituality
- Morality
- The Church's social teachings
- The structure and authority of the Church
- Church history
- Marriage and family life; single life
- Vocations
- The ecumenical movement and interreligious dialogue
- The nature of lay ministry

The needs of Catholic adults are many and varied: age, background, culture, personal experience, and previous formation are a few. To meet the individual's particular needs, there are many methods and settings that can and should be employed. Some methods and settings that prove beneficial include:



- Scripture reading and study
- Retreats and other prayer experiences
- Family or home-centered experiences
- Ecumenical dialogue
- Small group experiences
- Large group experiences
- Individual reading and study
- Use of technology and media
- Homily at Mass or other liturgy
- Adults learning from one another

The staff of the Diocesan Office of Faith Formation will provide consultation and support as needed by individual parishes or groups of parishes.



SAMPLE JOB DESCRIPTION

for the Coordinator of Adult Faith Formation (CAFF)

PARISH:

POSITION: Coordinator of Adult Faith Formation (CAFF)
Reports to the Pastor or the Director of Faith Formation

PRIMARY RESPONSIBILITY:

The Coordinator of Adult Faith Formation is responsible for taking the leadership role in the parish by implementing the goals and objectives for Adult Faith Formation as stated in *Our Hearts Were Burning Within Us: A Pastoral Plan for Adult Faith Formation in the United States* (Washington, DC: USCCB, 2005).

ADMINISTRATIVE RESPONSIBILITIES:

The **Coordinator of Adult Faith Formation** initiates and leads the parish's efforts regarding adult faith formation by:

- Forming an Adult Faith Formation team to oversee parish implementation of the goals stated in *Our Hearts Were Burning Within Us*
- Collaborating with other parish staff members
- Personally participating in and urging others to participate in diocesan and cluster events relating to adult faith formation issues
- Participating in the parish budget process
- Maintaining a relationship with the Diocesan Office of Faith Formation
- Organizing faith formation resources for adults to use
- Planning and organizing parish programs of adult faith formation
- Coordinating efforts to recruit adult faith formation catechists and program participants
- Conducting adult faith formation program evaluations

The **Coordinator of Adult Faith Formation** will have the followings skills:

- Pastoral planning



- Group process
- Program development
- Evangelization
- Administration
- Technology

The **Coordinator of Adult Faith Formation** will:

- Hold a bachelor's degree or its equivalent
- Have at least two years experience in parish catechetical programs as a catechist or group leader
- Meet all requirements of the Diocesan Office of Safe Environment
- Have at least initial catechist formation professional development (*Living and Leading by Faith* or previous formation program)
- Participate in all parish staff meetings and other meetings as required by the Pastor

The **Coordinator of Adult Faith Formation** will oversee _____ members of the Adult Faith Formation Team and a catechetical staff of _____.

The **Coordinator of Adult Faith Formation** will oversee an annual budget of _____,

This position requires evening and/or weekend work.



SECTION ELEVEN

Coordinator of the Rite of Christian Initiation of Adults (RCIA) and Coordinator of the RCIA Adapted for Children (CRCIAAC)

GENERAL RESPONSIBILITIES OF THE COORDINATOR OF THE RITE OF CHRISTIAN INITIATION OF ADULTS

- Provide for the faith formation of all members of the RCIA Team
- Provide for the formation of parish sponsors
- Ascertain that personal interviews have been done initially and there is on-going discernment throughout the process
- Seek out ways for whole parish involvement in the process
- Be faithful to the implementation of Paragraph 75 of the ritual text
- Be the liaison between priest and liturgist concerning the celebration of all the rites
- Be responsible for the Rite of Election registration of catechumens and candidates
- Be faithful to Mystagogy, the fourth period of the process

The **Coordinator of Rite of Christian Initiation of Adults** will:

- Be an active Catholic who is in good standing with the Church
- Be able to articulate his/her faith and communicate clearly
- Be a welcoming person
- Demonstrate an adherence to concept that conversion is central to the catechumenal process
- Have at least the ten-hour diocesan training course for RCIA team members and then subsequently fulfill the entire 50 hour LLF course within two years
- Have at least two years experience in one of the aspects of the RCIA process



GENERAL RESPONSIBILITIES OF COORDINATOR OF THE RITE OF CHRISTIAN INITIATION ADAPTED FOR CHILDREN INCLUDE:

- Faithful adherence to Part II of the ritual text of the Rite of Christian Initiation
- Provide for the faith formation of all the catechists involved in the process
- Provide for parent involvement in the process
- Be creative in finding ways to involve their peers who may be preparing for First Holy Communion or Confirmation
- Be the liaison between the priest and liturgist concerning the celebration of the Rites

The **Coordinator of the Rite of Christian Initiation of Adults Adapted for Children** will:

- Be an active Catholic who is in good standing with the Church
- Be well versed in the adult rite
- Have at least the ten-hour diocesan training course for RCIA team members and then subsequently fulfill the entire 50 hour LLF course within two years.
- Have recently been a catechist for children for at least two years
- Meet all the requirements of the Office of Safe Environment



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