

Catechetical Leader PERSONNEL HANDBOOK



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Introduction

Welcome to the position of Director/Coordinator of Religious Education. On behalf of the entire Secretariat for Evangelization and Catechesis, we welcome you as collaborators in the catechetical vocation. Our prayer is that all faith formation programs are centers of excellence committed to providing a quality religious education for our Catholic children and their families. As such, we hold dear our shared commitment to Gospel values, the core teachings of the Church, and lived witness to the faith. Your role as the Director/Coordinator of Religious Education at (Parish) is integral to the success of our school in advancing the Church's mission of preaching, teaching, and evangelizing.

This Catechetical Leader Personnel Handbook is provided to you by the Secretariat for Evangelization and Catechesis to assist you in fulfilling your duties. It contains information regarding employment procedures, responsibilities, and benefits that pertain to you as a Director/Coordinator of Religious Education. It will answer questions you may have regarding the personnel practices of the diocese, and you are asked to familiarize yourself with its contents and to follow the policies that are outlined in the handbook.

This handbook applies to the Director/Coordinator of Religious Education. The *Directory for Catechesis* considers the role of the Catechetical Vocation as:

Catechesis is an essential part of the broader process of renewal that the Church is called to bring about to be faithful to the command of Jesus Christ to proclaim always and everywhere his Gospel (cf Matt 28:19). Catechesis participates according to its own nature in the effort of evangelization, so that the faith may be supported by an ongoing maturation and express itself in a way of life that must characterize the very being of the disciple of Christ. Because of this, catechesis is related to the liturgy and charity in making evident the essential unity of the new life which springs forth from Baptism.

- It reiterates firm trust in the Holy Spirit, who is present and acting in the Church, in the world, and the human heart. This brings to the catechetical effort a note of joy, serenity, and responsibility.
- The act of faith is born from the love that desires an ever-increasing knowledge of the Lord Jesus, living in the Church, and for this reason, initiating believers into the Christian life means introducing them to the living encounter with him.
- The Church, mystery of communion, is enlivened by the Spirit and made fruitful in bringing forth new life. This outlook of faith reaffirms the role of the Christian community as the natural setting for the generation and maturation of Christian life.
- The process of evangelization, and catechesis as part of it, is above all a spiritual action. This demands that catechists be true “evangelizers with the Spirit” and the pastors’ faithful co-workers.
- The fundamental role of the baptized is recognized. In their dignity as children of God, all believers are active participants in the catechetical initiative, not passive consumers, or recipients of a service, and because of this are called to become authentic missionary disciples.

- Living the mystery of the faith in terms of relationship with the Lord has implications for the proclamation of the Gospel. It requires overcoming any opposition between content and method, between faith and life.

Preface

[Parish/Program] is located within the geographical territory of THE ROMAN CATHOLIC DIOCESE OF BROOKLYN, New York which is comprised of the counties of Kings and Queens. The Diocese is separately incorporated pursuant to the Religious Corporations Law of New York State.

In its capacity as a separate faith formation program, the [Program] conducts educational and pastoral programs. This manual is intended to guide catechetical leadership in personnel matters.

For purposes of quality assurance in curriculum and staffing, the president of the Diocesan Corporation, the Bishop of the Roman Catholic Diocese of Brooklyn, has designated the Secretariat for Evangelization and Catechesis as his representative in providing standard curriculum and standard criteria for employment of catechetical leadership. In addition, the [Program] has entered a collaborative effort with the Secretariat for Evangelization and Catechesis to assist in ensuring the highest level of faith formation for its students through proper curriculum and high standards for the development of Catechists.

[Program] participates with the Secretariat for Evangelization and Catechesis to provide direct support to the parish program in the following areas:

- Faith Formation Staff Personnel Policy
- Curriculum Development
- Student and Program Evaluation
- Pupil Resources Services related to Special Needs
- Strategic Planning
- Consultation services on faith formation matters
- Safe Environment Protocols

SECTION I: Catechetical Leaders

Catechetical Leadership: Parochial Level

Pastor

Can. 519 *The pastor (parochus) is the proper pastor (pastor) of the parish entrusted to him, exercising the pastoral care of the community committed to him under the authority of the diocesan bishop in whose ministry of Christ he has been called to share, so that for that same community he carries out the functions of teaching, sanctifying, and governing, also with the cooperation of other presbyters or deacons and with the assistance of lay members of the Christian faithful, according to the norm of law.*

Can. 528 §1. *A pastor is obliged to make provision so that the word of God is proclaimed in its entirety to those living in the parish; for this reason, he is to take care that the lay members of the Christian faithful are instructed in the truths of the faith, especially by giving a homily on Sundays and holy days of obligation and by offering catechetical instruction. He is to foster works through which the spirit of the gospel is promoted, even in what pertains to social justice. He is to have particular care for the Catholic education of children and youth. He is to make every effort, even with the collaboration of the Christian faithful, so that the message of the gospel comes also to those who have ceased the practice of their religion or do not profess the true faith.*

Can. 776 *By virtue of his function, a pastor is bound to take care of the catechetical formation of adults, youth, and children, to which purpose he is to use the help of the clerics attached to the parish, of members of institutes of consecrated life and of societies of apostolic life, taking into account the character of each institute, and of lay members of the Christian faithful, especially of catechists. None of these are to refuse to offer their help willingly unless they are legitimately impeded. The pastor is to promote and foster the function of parents in the family catechesis mentioned in can. 774, §2.*

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/Administrator 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 role of priests in the catechetical effort of the parish is an important source of leadership. Parochial Vicars exercise their leadership through their encouragement, their liturgical-sacramental ministry, and their involvement in planning, catechizing, and providing liturgical celebrations for the religious education programs, in collaboration with Catechetical Leaders.

The Pastor ensures 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 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 a comprehensive marriage preparation, by preaching, by catechetical instruction adapted to children, young people, and adults, indeed using the means of social communication (Can. 1063).
- The faithful are instructed in the meaning of Christian marriage and 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.

Deacon

Deacons, under the guidance of their Pastor/Administrator and in collaboration with the priests and other members of the parish leadership 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.

The USCCB has highlighted two important aspects of the Deacons’ ministry: marriage and family life and Evangelization. Both aspects of ministry are crucial for Faith formation programs.

Director/Coordinator of Faith Formation/Religious Education

The Director of Faith Formation (DFF)/Religious Education (DRE) or Coordinator of Religious Education (CRE) shares in the parish catechetical ministry and functions as a member of the parish leadership as designated by the Pastor/Administrator.

The DFF/DRE/CRE is responsible for the implementation of the total parish Faith Formation catechetical program and the coordination of the sacramental programs of both the school/academy and the religious education program. In this capacity, the DFF/DRE/CRE works in collaboration with the other parish leadership members: Parochial Vicars, Pastoral Associates, Principal(s), Deacon, Music Director, etc.

In as much as each parish is unique, the specific relationships need to be clarified locally by the Pastor/Administrator. The general focus is on mutual planning, support, and personal involvement. The DFF/DRE/CRE endeavors to keep the staff and parishioners informed about the parish religious education program, diocesan initiatives, and the Diocesan Strategic Plan.

The DFF/DRE/CRE serves as a member of the parish pastoral council. In addition, the DRE/CRE interacts collaboratively with other parish organizations/societies.

Parish Council Chair-DFF/DRE/CRE Relationship

The Chairperson of the Parish Council provides beneficial leadership in creating and maintaining a relationship of mutual respect and cooperation among the DFF/DRE/CRE and the Council.

The Council and the DFF/DRE/CRE work collaboratively to ensure that an atmosphere of mutual respect and cooperation permeates relationships among DFF/DRE/CRE, catechists, parents, students, parish leadership, and the local community.

The Council should develop a clear understanding of the professional capabilities and educational responsibility of the Faith formation leadership to ensure an effective professional relationship that fosters quality Catholic life-long learning.

The Council and the DFF/DRE/CRE arrange for faith formation leadership to participate at regular Council meetings. This provides an opportunity for the necessary interchange of information. Such a pattern of communication frequently prevents substantive misunderstandings.

In addition to these regularly scheduled briefings, it is strongly recommended that the pastor and DFF/DRE/CRE formally meet regularly to assess the overall direction and operation of the faith formation program(s) and the implementation of strategic goals.

The presence and support of the clergy assist the Faith

Formation program in maintaining and strengthening its Catholic identity. The pastor and his associate pastors, and Deacons collaborate with the DFF/DRE/CRE in planning specific activities which demonstrate their pastoral presence and support of the Faith formation program(s).

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/DRE/CRE in a special advisory manner to fulfill the catechetical mission of the Church according to a parish catechetical plan.

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:

- Director of Faith Formation/Director of Religious Education
- 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
- Academy/School Principal

DFF/DRE/CRE And Pastoral Leadership

The DFF/DRE/CRE, as the administrator of the Faith Formation program, is a member of Parish leadership. The DFF/DRE/CRE collaborates with the Pastor, Parochial Vicar(s), Deacons(s), Academy Principal (where applicable on-site or with an aligned Academy under the aegis of the pastor, to develop and implement a unified and integrated approach to evangelization for elementary age students. Collaborative efforts should be made regarding the sacramental preparation programs.

Other Parish Religious Education Personnel

Parishes may employ other Faith formation Leaders to serve as Youth Minister, RCIA Coordinator, Adult Faith Formation Coordinator, Pastoral Associate, etc. These leaders share in the catechetical ministry of the parish and function as members of the parish leadership as designated by the Pastor. Written job scopes help identify and describe their responsibilities concerning the parish Faith formation programs and the area within which they exercise their pastoral and catechetical leadership role.

Catechetical Leaders: Diocesan Level

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 ministry 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.” As chief catechist in the Diocese, the Bishop is responsible for the total catechetical mission of the local Church.

Vicar for Evangelization and Catechesis

The Vicar for Evangelization and Catechesis supervises the Secretariat for Evangelization and Catechesis of the Diocese of Brooklyn. These include the programs for Faith Formation at all levels of parish life, Youth Ministry, Family Life Ministry and Pre-Cana, and the Right to Life Ministry. In collaboration with one another, the directors of these ministries provide initial and on-going formation in ministry for those serving in our parishes, schools, and academies.

The Vicar serves as a communicator between the Secretariat for Evangelization and Catechesis and the Diocesan Bishop.

The Vicar for Evangelization and Catechesis is responsible also for effective advocacy and communication of the catechetical mission of Catholic education in Brooklyn and Queens. The Vicar oversees the Secretariat for Evangelization and Faith formation and assists pastors/administrators and catechetical leaders in furthering the catechetical mission of the Church in the Diocese. The Vicar is appointed by and accountable to the Bishop.

Leadership Team Within the Secretariat for Evangelization and Catechesis

The Bishop does not minister alone. He works with his priests and those whom he appoints to assist him in this important work. He designates skilled and professional staff members, under the direction of the Vicar for Evangelization and Catechesis. In addition to general oversight, the Vicar with the leadership team of the Secretariat is responsible for the following areas:

- Adult Faith Formation
- Catechist Faith Formation
- Special Needs Faith Formation
- New Evangelization
- Parent Engagement
- Curriculum
- Childhood Faith Formation
- Adolescent and Young Adult Faith Formation
- Marriage and Family Life

SECTION II: Leaders Roles and Responsibilities

Selecting a Catechetical Leader

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

- Complete the standard application available from Secretariat for Evangelization and Catechesis
- Submit a professional resume
- Provide transcripts that 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 Vicar for Evangelization and Catechesis (or his delegate), the Vicar 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 Vicar for the Secretariat of Evangelization and Catechesis 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.

Qualifications of Directors for Faith Formation/Director of Religious Education

The position of Director of Faith Formation (DFF) is 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 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 programs of the parish
- Cooperates with the Catholic school and/or Catholic academy Principal(s)
- Oversees the Rite of Christian Initiation of Adults (RCIA) process
- 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 Deanery, or the region
- Follows all diocesan directives and mandates, including but not limited to, the Safe Environment mandates
- Prepares and presents to the Pastor and Secretariat for Evangelization and Catechesis 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 Master of Arts 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)

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 ongoing 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 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 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 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

Qualifications of Coordinator of Religious Education

In conjunction with the Pastor, the *Coordinator of Religious Education* is responsible for the following if included in the 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 programs, audio-visual materials, and other educational 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 Bachelor of Arts degree in an appropriate field such as Theology, Religious Education, Religious Studies, Pastoral Ministry and/or have completed the program information provided by the Holy Spirit Institute
- Participate in the programs and initiatives of the Diocesan Office of Faith Formation

Coordinator of Religious Education (CRE)

In conjunction with the Pastor, the *Coordinator of Religious Education* is responsible for the following if included in the 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 bachelor's 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:

- Assist in the design of catechetical programs which support lifelong faith formation and the needs of the parish community.
- 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.
- Develops a coordinated approach toward total parish religious education, i.e., faith development through catechesis on all levels.
- 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.
- Directs the implementation and ongoing 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.

- 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 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 bachelor's 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

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:

- Deepen their conversion to the Lord
- Actively participate in the life of the Church
- 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, so many methods and settings 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 liturgies
- 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.

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 Was 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

SAMPLE JOB DESCRIPTION for the Coordinator of Adult Faith Formation (CAFF)

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 Was 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 of 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.

Coordinator of the Rite of Christian Initiation of Adults (RCIA)

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 ongoing 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 adherence to the 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 of experience in one of the aspects of the RCIA process
- General Responsibilities of Coordinator of the Rite of Christian Faith Formation of unbaptized children and youth
- 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 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.

Section III: Youth and Young Adult Ministry

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.

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 encounters 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 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 setting. The strategies are based on several considerations:

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.

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).

Young Adult Ministry can build on existing programs that already serve young adults (marriage and baptismal preparation, RCIA)

Young adults are not just recipients of ministry; they can also minister to others, especially their peers.

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 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 of Brooklyn 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)

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 evangelize 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 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 and 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
- The 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
- The candidate's gifts should include servant leadership, relationship building, communication (oral and written), and competency of working with social networking sites and websites

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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:

- 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.
- Drawing young people to responsible participation in the life, mission, and work of the Church.
- Fostering the personal and spiritual growth of each young person.
- 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 led 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 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.

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 bachelor's 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 Director of Youth Ministry in conjunction with the Youth Ministry Initiative
- Participate in the programs and initiatives of the Secretariat for Evangelization and Catechesis
- 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)

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).

Accountability

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

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 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

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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The outcomes of a process of comprehensive Youth Ministry are many. Developing and strengthening a comprehensive Youth Ministry process by exploring all the areas above will provide the youth with opportunities to become better stewards of their parish and their 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 IV: Development of Professional Standards for Catechetical Leadership

The Faith Formation programs of the diocese of Brooklyn are first and most importantly Catholic. The Tenets of Catholicism serves as the base upon which our catechetical vocations rest. The Professional Standards presented here have been adopted and adapted with respect and under the Tenets of the Catholic Church to reflect the demands of excellence within our Faith formation programs.

These Professional Standards will serve as the framework for the DFF/DRE/CRE job description and evaluation process. This job description and evaluation process will be part of the contract that will be signed between the Pastor and the DFF/DRE/CRE.

“Worthy of praise too is that army of catechists, both men and women, to whom missionary work among the nations is so indebted, who imbued with an apostolic spirit make an outstanding and absolutely necessary contribution to the spread of the faith and the Church by their great work. In our days, when there are so few clerics to evangelize such great multitudes and to carry out the pastoral ministry, the role of catechists is of the highest importance” (cf. SECOND VATICAN ECUMENICAL COUNCIL, Decree on the Church’s Missionary Activity *Ad Gentes*, 17).

Along with the important teaching of the Council, mention should be made of the constant interest of the Popes, the Synod of Bishops, the Episcopal Conferences, and individual Bishops who, in recent decades have contributed to a significant renewal of catechesis. The *Catechism of the Catholic Church*, the Apostolic Exhortation *Catechesi Tradendae*, the *General Catechetical Directory*, the *General Directory for Catechesis* and the recent *Directory for Catechesis*, as well as the many national, regional, and diocesan Catechisms, have confirmed the centrality of a catechesis that gives priority to the education and ongoing formation of believers. (*Antiquum Ministerium*; 2021)

Standard 1. Catholic Identity

The Pastor and Faith Formation as spiritual leaders collaborate with all catechists to develop, articulate, and implement the mission of the Faith Formation program fostering a strong Catholic identity.

Effective leaders:

- As spiritual leaders promote the Catholic culture through the collaborative development, articulation and implementation of the program’s mission and vision.
- Foster the Catholic Identity of the program through faith filled activities and functions.
- Ensure a rigorous academic and service-oriented program for religious studies and catechesis in the Catholic faith, set within a total value system that integrates faith, culture and life.
- Provide opportunities outside the classroom environment for student faith formation, participation in liturgical and communal prayer and action in service of social justice.
- Provide a clearly envisioned program based upon 21st century skills and Gospel values, implemented through effective instruction.
- Facilitate ongoing catechetical formation for all catechists implementing the “Living and Leading by Faith” program
- DFF/DRE/CRE will ensure that all the Catechists regularly use practical and concrete ways to infuse Catholic faith into all classes
- DFF/DRE/CRE will ensure that Catechists will include prayer, Catholic statues, and signs of the Catholic faith in classrooms, instruct on the Mass, Sacraments, Celebrate Holy Days, Lives of the Saints, Prayer services and Christian service
- DFF/DRE/CRE will ensure that all Catechists understand, communicate, and are committed to the Catholic Mission and Vision of Parish Faith formation
- DFF/DRE/CRE will ensure that all Catechists understand, communicate, and commit to the teachings and tenets of the Catholic church
- DFF/DRE/CRE will ensure that Catechist evaluations will reflect and include concrete evidence of Catechist witness to Catholic identity, Mission and Vision and Teaching and learning of the Catholic faith.

Standard 2. Mission, Vision, and Core Values

Effective catechetical leaders develop, advocate, and enact a shared mission, vision, and core values of high-quality Catholic Faith formation of *each* student.

Effective leaders:

- Develop a catechetical mission for the parish program to promote the academic success and well-being of each student.
- In collaboration with parish leadership and the Faith Community along with the general community, develop and promote a vision for the parish program based on the successful learning and development of each child and on instructional and organizational practices that promote such success.

- Articulate, advocate, and cultivate core values that define the parish's culture and stress the imperative of child-centered faith formation; high expectations and student support; equity, inclusiveness, and social justice; openness, caring, and trust; and continuous improvement.
- Strategically develop, implement, and evaluate actions to achieve the vision for the program.
- Review the program's mission and vision and adjust them to changing expectations and opportunities for the program and changing needs and situations of constituents.
- Develop shared understanding of and commitment to mission, vision, and core values within the Parish and the larger community.
- Model and pursue the program's mission, vision, and core values in all aspects of leadership

Standard 3. (Ethics and Professional Norms)

Effective educational leaders act ethically and according to professional norms to promote *each* student's spiritual success and well-being.

Effective leaders:

- Act ethically and professionally in personal conduct, relationships with others, decision-making, stewardship of the parish's resources, and all aspects of pastoral leadership.
- Act according to and promote the professional norms of integrity, fairness, transparency, trust, collaboration, perseverance, learning, and continuous improvement.
- Place children at the center of Faith Formation and accept responsibility for each student's academic/spiritual success and well-being.
- Lead with interpersonal and communication skills, social-emotional insight, and understanding of all students and catechists' backgrounds and cultures.
- Provide moral direction for the program and promote ethical and professional behavior among Catechists.

Standard 4. (Equity and Cultural Responsiveness)

Effective catechetical leaders strive for equity of educational opportunity and culturally responsive practices to promote *each* student's spiritual success and well-being.

Effective leaders:

- Ensure that each student is treated fairly, respectfully, and with an understanding of each student's culture and context.
- Recognize, respect, and employ each student's strengths, diversity, and culture as assets for teaching and learning.
- Ensure that each student has equitable access to effective Catechists, learning opportunities, spiritual and social support, and other resources necessary for success.
- Develop student policies and address student misconduct in a positive, fair, and unbiased manner.

- Promote the preparation of students to live productively in and contribute to the diverse cultural contexts of a global society.
- Act with cultural competence and responsiveness in their interactions, decision-making, and practice.
- Address matters of equity and cultural responsiveness in all aspects of leadership.

Standard 5. Faith formation Curriculum, Instruction, and Assessment

Effective catechetical leaders develop and support intellectually rigorous and coherent systems of curriculum, instruction, and assessment to promote *each* student's spiritual success and well-being.

Effective leaders:

- Implement coherent systems of curriculum, instruction, and assessment that promote the mission, vision, and core values of the parish program, embody high expectations for student spiritual growth
- Promote instructional practice that is consistent with knowledge of child learning and development, effective pedagogy, and the needs of each student.
- Ensure instructional practice that is intellectually challenging, authentic to student experiences, recognizes student strengths, and is differentiated and personalized.
- Promote the effective use of technology in the service of teaching and learning.

Standard 6. Community of Care and Support for Students

Effective catechetical leaders cultivate an inclusive, caring, and supportive parish program community that promotes the spiritual success and well-being of *each* student.

Effective leaders:

- Build and maintain a safe, caring, and healthy program environment that meets the academic, spiritual, social, and emotional needs of each student.
- Create and sustain a programming environment in which each student is known, accepted and valued, trusted, and respected, cared for, and encouraged to be an active and responsible member of the parish community.
- Promote catechist-student, student-peer, and family-parish relationships that value and support spiritual growth and positive social and emotional development.
- Cultivate and reinforce student engagement in the program and positive student conduct.
- Infuse the program's learning environment with the cultures and languages of the program's community.

Standard 7. Professional Development of Catechetical Leaders

Effective catechetical leaders develop the professional capacity and practice of parish program personnel to promote *each* student's spiritual success and well-being.

Effective leaders:

- Recruit, support, develop, and retain effective and caring catechists and other professional staff and form them into spiritually effective leaders.

- Plan for and manage the ongoing need for new Catechists, providing opportunities for effective induction and mentoring of new personnel.
- Develop Catechist's professional knowledge, skills, and practice through differentiated opportunities for learning and growth, guided by an understanding of professional and adult learning and development.
- Foster continuous improvement of individual and collective instructional capacity to achieve outcomes envisioned for each student.
- Deliver actionable feedback about instruction and other professional practice through valid, research-anchored systems of supervision and evaluation to support the development of Catechist's knowledge, skills, and practice.
- Empower and motivate Catechists to the highest levels of religious practice and continuous learning and improvement.
- Develop the capacity, opportunities, and support for Catechist leadership and leadership from other members of the parish community.
- Tend to their learning and effectiveness through reflection, prayer, and improvement, maintaining a healthy spiritual balance.

Standard 8. Meaningful Engagement of Families and Community

Effective catechetical leaders engage families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's spiritual success and well-being.

Effective leaders:

- Are approachable, accessible, and welcoming to families and members of the community.
- Create and sustain positive, collaborative, and productive relationships with families and the community for the benefit of students.
- Engage in regular and open two-way communication with families and the community about the program, students, needs, problems, and accomplishments.
- Maintain a presence in the community to understand its strengths and needs develop productive relationships and engage its resources for the parish.
- Create means for the parish community to partner with families to support student learning
- Understand, value, and employ the community's cultural, social, intellectual, and political resources to promote student learning and program improvement.
- Develop and provide the parish program as a resource for families and the community.
- Advocate for the program and community, and for the importance of spiritual formation and student needs and priorities to families and the community.
- Advocate publicly for the needs and priorities of students, families, and the community.
- Build and sustain productive partnerships with public and private sectors to promote parish improvement and student learning.

Standard 9. Operations and Management

Effective catechetical leaders manage program operations and resources to promote *each* student's spiritual success and well-being.

Effective leaders:

- Institute manage and monitor operations and administrative systems that promote the mission and vision of the program.
- Strategically manage catechetical resources, assigning and scheduling catechists to roles and responsibilities that optimize their ability to address each student's spiritual needs.
- Seek, acquire, and manage fiscal, physical, and other resources to support instruction, and assessment; student learning community; professional capacity and community; and family and community engagement.
- Are responsible, ethical, and accountable stewards of the parish's monetary and nonmonetary resources, engaging in effective budgeting and accounting practices.
- Employ technology to improve the quality and efficiency of operations and management.
- Develop and maintain data and communication systems to deliver actionable information for program improvement.
- Develop and manage productive relationships with the Secretariat for Evangelization and catechesis

Standard 10. Academy Improvement

Effective catechetical leaders act as agents of continuous improvement to promote *each* student's spiritual success and well-being.

Effective leaders:

- Seek to make the parish program more effective for each student, Catechist, family, and the community.
- Use methods of continuous improvement to achieve the vision, fulfill the mission and promote the core values of the program.
- Prepare the program and the community for improvement, promoting readiness, an imperative for improvement, instilling mutual commitment and accountability, and developing the knowledge, skills, and motivation to succeed in improvement.
- Adopt a systems perspective and promote coherence among improvement efforts and all aspects of program organization, programs, and services.
- Develop and promote leadership among Catechists for inquiry, experimentation, and innovation, and initiating and implementing improvement.

Section V: Benchmarks for effective Parish Programs of Faith Formation

Defining Characteristics of Faith Formation:

- Centered in the Person of Jesus Christ
- Contributing to the Evangelizing Mission of the Church
- Distinguished by Excellence in the Presentation of the Faith
- Committed to the Religious Education the Whole Child
- Steeped in a Catholic Worldview
- Sustained by Gospel Witness
- Shaped by Communion and Community
- Accessible to All Students
- Established by the Expressed Authority of the Bishop

Standard 1. Catholic Identity

An excellent Faith Formation program is guided and driven by a communicated mission that embraces a Catholic Identity rooted in Gospel values, centered on the Eucharist, and committed to faith formation, prayer, and service.

Benchmarks

- The Pastor along with Catechetical leaders ensure that the mission statement includes the commitment to Catholic identity.
- The Pastor along with Catechetical leaders use the mission statement as the foundation and normative reference for all planning.
- The Pastor along with Catechetical leaders regularly calls together the program's various constituencies (including but not limited to Catechists, parents, students, to clarify, review and renew the program's mission statement.
- The mission statement is visible in public places and contained in official documents.
- All constituents know and understand the mission.

Standard 2. Mission, Vision, and Core Values

An excellent Faith Formation program adhering to mission provides a comprehensive program for religious studies and catechesis in the Catholic faith, set within a total life of the parish that integrates faith, culture, and life.

Benchmarks

- Religious education curriculum and instruction meet the religious education requirements and standards of the Diocese of Brooklyn.
- Religious education classes are an integral part of parish life
- Catechists who teach religious education meet the diocesan requirements for catechetical preparation and certification to provide effective religion curriculum and instruction.
- Catechists use the lenses of Scripture and the Catholic intellectual tradition in all areas of life to help students think critically and ethically about the world around them.

- Catholic culture and faith are expressed in the program through multiple and diverse forms of visual and performing arts, music, and architecture.
- The theory and practice of the Church's social teachings are essential elements of the curriculum.

Standard 3. Mission and Catholic Identity

An excellent Faith formation program adhering to mission provides opportunities outside the classroom for student faith formation, participation in liturgical and communal prayer, and action in service of social justice.

Benchmarks

- Every student is offered timely and regular opportunities to learn about and experience the nature and importance of prayer, the Eucharist, and liturgy.
- Every student is offered timely, regular, and age-appropriate opportunities to reflect on their life experiences and faith through retreats and other spiritual experiences.
- Every student participates in Christian service programs to promote the lived reality of action in the service of social justice.
- Every student experience role model of faith and service for social justice among the administrators, faculty, and staff.

Standard 4. Mission and Catholic Identity; Adult Faith Formation

An excellent Faith formation program adhering to the mission provides opportunities for adult faith formation and action in service of social justice.

Benchmarks

- Catechetical Leadership provides retreats and other spiritual experiences for Catechists and Parents on a regular and timely basis.
- Catechetical Leadership assists parents/guardians in their role as the primary educators of their children in the faith.
- Catechetical Leadership collaborates with other institutions (for example, Catholic Charities, Catholic higher education, religious congregation-sponsored programs) to provide opportunities for parents/guardians to grow in the knowledge and practice of the faith.
- All adults in the parish community are invited to participate in Christian service programs to promote the lived reality of action in the service of social justice.
- All Catechetical Leadership visibly supports the faith life of the parish community

Standard 5. Pastoral Leadership

An excellent Faith Formation program has Pastoral leadership which recognizes and respects the role(s) of the appropriate and legitimate authorities and exercises responsible decision making (authoritative, consultative, advisory) in collaboration with Catechetical Leaders for development and oversight of the program's fidelity to mission, academic excellence, and operational vitality.

Benchmarks

- Pastoral Leadership oversees the policies of the program's operations to ensure fidelity to mission, and continuity, and sustainability through leadership successions.
- Pastoral leadership maintains a relationship with the Bishop marked by mutual trust, close cooperation, continuing dialogue, and respect for the Bishop's legitimate authority.
- Pastoral Leadership, in collaboration with or through the actions of Catechetical leaders, maintains a constructive and beneficial relationship with Secretariat for Evangelization and Catechesis consistent with diocesan policy about the recognition of Faith Formation programs by the Bishop.
- Pastoral Leadership engages information and ongoing training and self-evaluation for itself and Catechetical leaders to ensure the faithful execution of their respective responsibilities.

Standard 6. Catechetical Leadership

An excellent Faith Formation program has a qualified Director of Faith formation/Director of Religious Education/Coordinator of Religious Education empowered by the Pastor to realize and implement the program's mission and vision.

Benchmarks

- The DFF/DRE/CRE meets diocesan requirements for Catechetical Leadership preparation to serve as the faith and instructional leader of the parish program.
- The DFF/DRE/CRE articulates a clear mission and vision for the program and engages the parish community to ensure a program culture that embodies the mission and vision.
- The DFF/DRE/CRE takes responsibility for the development and oversight of personnel, including recruitment, professional growth, faith formation, and formal assessment of Catechists in compliance with diocesan policies
- The DFF/DRE/CRE establishes and supports networks of collaboration at all levels within the parish community to advance excellence.
- The DFF/DRE/CRE directs the development and continuous improvement of curriculum and instruction and utilizes program-wide data to plan for continued and sustained excellence and growth.
- The DFF/DRE/CRE works in collaboration with the Pastor to provide an infrastructure of programs and services that ensures the vitality of the program.
- The DFF/DRE/CRE assumes responsibility for communicating new initiatives and/or changes to programs to all constituents.

Standard 7. Religious Education Excellence

An excellent Faith formation program has a clearly articulated, rigorous curriculum aligned with Church standards, 21st-century skills, and Gospel values, implemented through effective instruction

Benchmarks

- The curriculum adheres to appropriate, delineated standards and is aligned to ensure that every student completes a rigorous and coherent sequence of religious education courses based on the standards and rooted in Catholic values.
- Standards are adopted across the years of the program and include integration of the religious, spiritual, moral, and ethical dimensions of learning.
- Curriculum and instruction for 21st-century learning provide students with the knowledge, understanding, and skills to become creative, reflective, literate, critical, and moral evaluators, problem solvers, decision-makers, and socially responsible global citizens.
- Classroom instruction is designed to intentionally address the affective dimensions of learning, such as intellectual and social dispositions, relationship building, and habits of mind.
- Classroom instruction is designed to engage and motivate all students, addressing the diverse needs and capabilities of each student, and accommodating students with special needs as fully as possible.
- Catechists collaborate in professional learning communities to develop, implement, and continuously improve the effectiveness of instruction to result in high levels of student achievement.
- Catechists meet diocesan requirements for academic preparation to ensure their capacity to provide effective instruction.
- Catechists demonstrate and continuously improve knowledge and skills necessary for effective instruction, cultural sensitivity, and modeling of Gospel values.
- Catechists engage in high-quality professional development, including religious formation, and are accountable for implementation that supports student learning.

Standard 8. Family formation Excellence

An excellent Faith formation program provides opportunities and services aligned with the mission to enrich the religious education program and support the development of student and family life.

Benchmarks

- Parish programs for parents/guardians provide opportunities for parents/guardians to partner with Catechetical Leaders and other parents/guardians to enhance spiritual experiences for the parish community.
- Guidance services, wellness programs, behavior management programs, and ancillary services provide the necessary support for students to successfully complete the religious education program.
- Activities outside of the classroom environment provide opportunities for students to further identify and develop their gifts and talents and to enhance their creative, aesthetic, social/emotional, physical, and spiritual capabilities.

Standard 9. Program Vitality

Excellent

Faith Formation program develops and maintains facilities, equipment, and technology management plan designed to continuously support the implementation of the religious education mission of the Parish.

Benchmarks

- The program's facilities, equipment, and technology management plan include objectives to support the delivery of the educational and spiritual programs of Faith Formation and accessibility for all students.
- The program's budget supports facilities, equipment, and technology management with specific funds for capital improvements, depreciation, and replacement.
- The program's purchasing and physical and technological improvements are, by design, done in alignment with the mission and the parish's planning and goals, and consistent with environmental stewardship.

SECTION VI: Recruiting of Catechists

The process of identifying and forming new parish catechists is an ongoing challenge in most parishes. It is recommended that each parish employ a process that considers sufficient formation and discernment. The Vocation of the Catechist is complex, and it should not be undertaken by the potential catechist without ample discernment, formation, and education. Pope Francis, in *Evangelii Gaudium*, writes: “Instead of seeming to impose new obligations, they [Catechists] should appear as people who wish to share their joy, who point to a horizon of beauty and who invite others to a delicious banquet. It is not by proselytizing that the Church grows, but ‘by attraction’.” EG 13 The following is a suggested process and may be adapted for local use:

Step One IDENTIFY POTENTIAL CATECHISTS

- Celebrate Catechetical Sunday at Mass in September of each year.
- Attract by example, not by pressure.
- Personally, invite and encourage retirees, new mothers or fathers, college students, grandparents, former teachers, etc.

Step Two GATHER POTENTIAL CATECHISTS

- •Meet with potential catechists at lunch or dinner provided by the parish.
- •Encourage potential catechists to participate in parish and diocesan events and formation opportunities.

Step Three DEVELOP A FORMATION PLAN FOR EACH POTENTIAL CATECHIST

- Provide the requirements for the *Living and Leading by Faith Catechist and Catechetical Leader Formation Process* found in the *Annual Guidebook*.
- Meet with each potential catechist individually to determine what formation is needed.
- Determine the potential candidate’s commitment to the mission of catechesis and assist often in their discernment.

Step Four ASSIGN A MENTOR AND PROVIDE OPPORTUNITIES FOR OBSERVATIONS

- Assign an experienced catechist mentor to each potential catechist.
- Set a schedule for the mentor and potential catechist to meet.
- Set a schedule for the potential catechist to observe religious education sessions, under the supervision of an experienced catechist (possibly the mentor)
- Discuss progress with the mentor and the potential catechist, first individually and then together.

Step Five PROVIDE INTERNSHIP OPPORTUNITIES

- When appropriate, and after careful discernment, provide the potential catechist an opportunity to serve an internship under the guidance of a well-formed and experienced catechist (possibly the mentor).
- Provide regular opportunities for assessment and evaluation of the potential catechist.

Step Six CONTINUE FORMATION OPPORTUNITIES

- By this point, the potential catechist should be enrolled in the Initial courses for the *Living and Leading by Faith Catechist and Catechetical Leader Formation Process*.

Step Seven DISCERN PLACEMENT

- After a formal interview with the potential catechist, the Pastor/Administrator and the Director of Faith Formation/Director of Religious Education/Coordinator of Religious Education determine the action that needs to be taken.
- If the decision is to include the potential catechist as a regular parish catechist, begin plans for grade-level assignment, further formation, etc.

Step Eight ASSESSMENT AND ONGOING FORMATION

- Provide regular assessment and ongoing formation opportunities.
- Meet regularly with all new catechists.
- Encourage participation in all parish and diocesan activities, courses, and events.
- Pray for all catechists.

Step Nine SAFE ENVIRONMENT, VIRTUS, AND BACKGROUND CHECK

- Each new Catechist must be given the guidelines and protocols from the Office of Safe Environment in accordance with the Dallas Charter of the United States Conference of Catholic bishops.
- Each new Catechist must also enroll in the Virtus program and complete all updates. Finally, it is highly recommended that the parish complete a background check on each new Catechist.

SECTION VII: Orientation Program

All new Directors of Faith Formation/Directors of Religious Education/Coordinators of Religious Education are required to attend all sessions of the Catechetical Leader's Workshops designed by the Secretariat for Evangelization and Catechesis to orient her/him to current Faith formation policies and practices. Additionally, this program will provide opportunities to update skills and understanding of administrative and supervisory practices and to network on professional concerns with colleagues who are also newly appointed DFF/DRE/CRE.

The workshop involves a series of meetings ordinarily commencing in September and continuing through the first two years of the DFF/DRE/CRE's term at the Parish.

New DFF/DRE/CREs who have begun *Leading and Living by Faith* Certification in the Diocese of Brooklyn is expected to complete ongoing professional development as is indicated by Diocesan policy.

SECTION VIII Contract/Service Agreement

Term

- The Director of Faith Formation/Director of Religious Education/Coordinator of Religious Education shall execute a written contract/service agreement with the Pastor/Administrator of the Parish.
- The term of the Parish contract/service agreement for a DFF/DRE/CRE shall ordinarily be one (1) year.
- The term of the Parish contract/service agreement for conditionally approved DFF/DRE/CREs shall always be one (1) year. These contracts/service agreements shall be renewable, pending the DFF/DRE/CRE's compliance with stipulated conditions, on an annual basis. Appropriate documentation is to be submitted annually to the Pastor/Administrator.
- Contracts/service agreements shall indicate a commencement date of service as of August 15th and be effective through August 14th of the year in which the contract is to expire.

Non-renewal

- A Pastor/Administrator must provide written notice of non-renewal to the DFF/DRE/CRE by April 15th preceding the contract/service agreement's expiration.
- If for any reason the Pastor contemplates the non-renewal of the contract/service agreement, the following procedural requirements must be met:
 - Injustice to the DFF/DRE/CRE, there must be prior dialogue, wherein the differences in vision or problem areas are discussed.
 - Meetings held for problematic areas should be documented by the Pastor and shared with the DFF/DRE/CRE, signed by both parties, and a reasonable period should be allowed for a mutual resolution of the problem areas. Upon request of the Pastor or DFF/DRE/CRE, efforts toward a mutual resolution may be assisted by the Secretariat for Evangelization and Catechesis.
 - The use of the terms "meeting" and "reasonable," while somewhat open to effectuate these policies, shall not have an overly expansive construction to limit the rights of the Pastor or DFF/DRE/CRE. Rather, the intent is to provide a framework within which it will be possible to address areas of difficulty. It is understood that, in the context of this framework, the application will vary, depending on special circumstances. To ensure that there is clear and ongoing communication, even where there are no perceived difficulties, the Pastor and DFF/DRE/CRE are encouraged to meet formally at least three times each year.
- The Pastor must provide to the DFF/DRE/CRE written notice of intent not to renew the service agreement/contract by April 15.
- Failure to adhere strictly to these procedures shall be deemed sufficient to cause an appeal to the Secretariat for Evangelization and Catechesis for a finding of fact to determine whether the procedures have been followed. Upon a finding of such violation, the matter will be referred to the Secretariat for Evangelization and Catechesis in consultation with the Diocese of Brooklyn for a remedy.

SECTION IX: Principal Job Description

Guidelines for the Creation of a Principal Job Description

The Pastor/Administrator should review the principal job description template sent by the Office of the Superintendent Catholic School Support Services. The template should be customized to the requirements, responsibilities, and needs of the academy. This revision will become the Principal Job Description that is signed by both the board chair and principal. A copy is sent to the Office of the Superintendent with a copy of the signed principal contract.

Section X: Development and Certifications

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* requires 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 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 a previous catechetical leader experience, the Catechetical Leaders Professional Development Program consists of monthly sessions for three years 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 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 outlined 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.lmcertification.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 that 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 XI: Labor Relations and Regulations

Workplace Issues

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

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

Items Specific to this Document (Contact the Secretariat for Evangelization and Catechesis)

- | | |
|-------------------------|-----------------------------------|
| 1. Ministry Description | 3. Pastor's expectations |
| 2. Accountability | 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 | 10. Length of workday/work year |
| 6. Continuing education | 11. Days off, sick days, vacation days, an annual retreat |
| 7. Professional expenses | 12. Job-related expense reimbursement |
| 8. Office budget | 13. Evaluation |
| 9. Office space | |

Items Specific to Employment Labor Regulations, Health, and Retirement

Benefits (Contact HR Service Center 718.399.5980 for consultation):

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

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.

Acknowledgment

I hereby acknowledge receipt of a copy of the Catechetical Leader Personnel Handbook effective August 15, 2021, for [Parish/Program Name].

I understand that this Document supersedes any previously issued Handbook or Personnel Manual. I am aware that it is my responsibility to acquaint myself with its contents. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Pastor in collaboration with the Secretariat for evangelization and Catechesis. I understand that all the policies contained in this Handbook are important, and that violation of any program policy contained in this Handbook or elsewhere could result in corrective action, up to and including termination of employment.

I understand that any benefit plan, policy, or procedure described in this Handbook is presented as a matter of information. Benefits are more accurately described in the individual plan agreed upon by the pastor. If there are any differences between the Handbook and the benefits plan documents, the plan documents prevail.

I understand that the Pastor in collaboration with the Secretariat for Evangelization and Catechesis may amend the Handbook provisions or employment policies without advance notice. Any such change will be posted conspicuously in the workplace, provided to me in written form, or otherwise distributed soon after the change.

Pastor Signature: _____

Director/Coordinator Signature: _____

Date: _____