

Diocese of Lafayette-in-Indiana
Pastoral Office for Catechesis

Catechetical and
Youth Ministry
Leadership
Administrative Handbook
2011

Diocese of Lafayette-in-Indiana
Pastoral Office for Catechesis
Director of Religious Education / Youth Ministry
Administrative Handbook
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I. Introduction

A. Bishop's Letter

The Bishop's Office

610 Lingle Avenue
P.O. Box 260
Lafayette, Indiana 47902-0206
765-742-0275

October 15, 2011

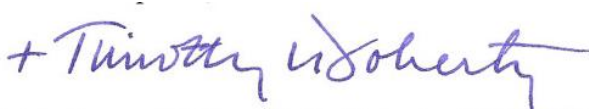
Dear Pastors, Catechetical Leaders and Youth Ministers,

During the past year the Pastoral Office for Catechesis has updated and revised the *Catechetical and Youth Ministry Leadership Administrative Handbook*. This handbook contains practices and policies that can be useful and provide direction for the development of local policies and procedures. I believe that you will find them helpful.

I urge you to read through the *Handbook*. Pastors, parish catechetical and youth ministry leaders are receiving a copy of this handbook. Of course, no handbook or policy can address all needs. We, therefore, reserve the right to interpret or to amend the handbook as needed. Changes would be communicated at the Spring and Fall *Parish Professional Staff Meetings* sponsored by the Pastoral Office for Catechesis. Pastors will receive changes via mail and or e-mail. Please contact the Pastoral Office for Catechesis if you have any questions or need additional information.

Thank you for the countless efforts each of you make toward supporting catechesis and youth ministry in the Diocese of Lafayette-in-Indiana.

In Christ's peace,



Most Reverend Timothy L. Doherty, S.T.L., Ph.D.
Bishop of Lafayette-in-Indiana

B. Director for the Pastoral Office for Catechesis Letter

Dear Directors of Religious Education and Youth Ministry,

The purpose of this Parish Administrative Handbook is to put under one cover most of the major policies, best practices, and helpful forms for the Director of Religious Education and Youth Ministry (DRE / YM) in the Diocese of Lafayette-in-Indiana. The DRE / YM is that individual responsible for the catechetical ministry at a parish. This may be one individual or a group of individuals who, in conjunction with the pastor, carry out the catechetical programs at the parish level. They have many different titles, Directors of Adult Formation, Directors of Religious Education, Director of Youth Ministry, Director of Young Adult Ministry, Director of Campus Ministry, and Pastoral Associate. According to the National Directory for Catechesis:

The single most critical factor in an effective parish catechetical program is the leadership of a professionally trained parish leader. Depending on the size and scope of the parish catechetical program, parishes should allocate their resources so that they are able to acquire the services of a competent and qualified catechetical leader or to share those services with another parish. Ordinarily under the direction of the pastor, the main responsibilities are as follows:

- Overall direction of the parish catechetical program for adults, youth, and children;
- Planning, implementing, and evaluation of the parish catechetical program;
- Recruitment, formation, ongoing development, and evaluation of catechists;
- Implementation of diocesan and parish catechetical policies and guidelines, including the areas of catechist certification and supervision and administrative policies related to negligence, sexual abuse, sexual harassment, and the safety and protection of minors;

- Collaboration with the pastor, other parish ministries, and appropriate committees, boards, and councils;
- Assistance with liturgical planning; and
- Attention to their own personal, spiritual, and professional development (pg. 224).

This handbook was developed for parish leaders to help encourage sharing of responsibility for parish catechesis and youth ministry. The handbook will also help parish leaders to collaborate with one another in implementing the *best practices* from the smallest mission to the largest parish.

Each section of the handbook outlines both diocesan policies and best practices for administering catechesis and youth ministry programs at the parish level. All of the described roles and responsibilities included are necessary for effective catechetical and youth ministry programs. It is expected that parishes will implement diocesan policies and adapt the best practices to meet their unique needs.

It is the intention of the Pastoral Office for Catechesis that this handbook be a useful and organic tool for parish leaders. It is designed to be easily updated and allow for the addition of new resources to help our leaders stay current and abreast of new policies and cutting edge practices.

In Christ Jesus,

A handwritten signature in cursive script that reads "Anne D. Roat". The signature is written in black ink and is positioned above the printed name and title.

Dr. Anne D. Roat
Director for the Pastoral Office for Catechesis

C. Authority

The Bishop is responsible for the supervision as well as the fostering of catechesis / youth ministry in the diocese as described in the *National Catechetical Directory* (#69, 93, 104, 132-33, and 218), *The Catechism of the Catholic Church* (#888, 894-96), *The General Directory for Catechesis* (#222-23) the *Code of Canon Law* (cc 394, 774) and *Renewing the Vision* (pp. 1-2). He is charged to “devote himself personally to the work of the Gospel,” and to “supervise the entire ministry of the work in regard to the flock committed to his care.”

In carrying out this responsibility, the Bishop ensures that catechetical / youth ministry goals and priorities are established for the Catholic community, that necessary structures exist and, that appropriate programs are designed, implemented and evaluated. He takes every opportunity to preach and teach. He summons his people to faith and strengthens them in it, using such means as parish visits and pastoral letters, as well as various communication media and techniques.

In helping parents - the primary educators of their children - the Bishop is assisted by pastors, catechetical / youth ministry leaders, volunteer and paid catechists / youth ministers, teachers, women and men religious, clergy and the diocesan staff.

The Bishop of the Diocese shares his responsibility for Catholic teaching through the appointment of diocesan staff and pastors of parishes.

D. Diocesan Mission

The Mission of the Catholic people of Northcentral Indiana is to proclaim the Kingdom of God, to praise the name of Jesus and follow Him by

LOVING

God and our neighbor, especially those in need;

WORSHIPPING

God as a faith community in word and sacrament;

RESPONDING

to ongoing personal conversion;

TEACHING

of the Gospel message in the Catholic tradition; and

ENGAGING

in renewal, outreach, evangelization and ecumenical cooperation.

We, the people of the Local Church, gathered by the power of the Holy Spirit, are committed to responsible stewardship of our human and financial resources.

E. Pastoral Office for Catechesis

1. Mission

The Pastoral Office for Catechesis exists to encourage and support parish leadership in the Church's mission of evangelization and catechesis.

2. Vision

The Pastoral Office for Catechesis working with parish leadership strives to form faithful disciples of Christ who proclaim and live the Gospel.

F. Diocesan Organizational Chart and Responsibilities

Office of the Bishop

(765) 742-0275

Central administration office - responsible for daily operations of the diocese.

Bishop Timothy L. Doherty, S.T.L., Ph.D.

Rev. Theodore C. Dudzinski, J.C.L. – Vicar General, Chancellor,
Moderator of the Curia, Safe Environment Protocols & Canonical Affairs

Jerriann O’Herren – Bishop’s secretary

Dyane Roesel – Executive Assistant to the Vicar General

Vocations Office

(765) 513-1800

Promotes awareness of vocations and aids the diocese in identifying potential candidates. Supports seminarian preparation and assists in final selections for candidacy to the priesthood.

Father David J. Hasser – Director

Permanent Diaconate Office

(765) 865-6688

Provides formation and support for men called to be Permanent Deacons.

Rev. Theodore C. Dudzinski – Episcopal Vicar

Human Resources Office

(765) 269-4604

Provides assistance regarding employment issues.

Jeanne Lausten – Director / Safe Environment Coordinator

Pastoral Office for Administration**(765) 742-4852**

Conducts the financial affairs of the diocese; oversees employee benefit programs and property insurance programs and Fruitful Harvest redemption.

Gordon Slack – Director, Chief Financial Officer

Andrew Guljas – Facilities Manager

Annie Painter – CPA, Financial Services Manager, and
Pension Plan Coordinator

Carol Mallett – Insurance Account Coordinator

Kathy Askins – Administrative Assistant

Kent Mikesell – Maintenance Engineer

Pastoral Office for Planning and Communications**(765) 742-2050**

Coordinates pastoral planning; serves the communications needs of the Local Church primarily through “The Catholic Moment,” maintains the diocesan web site.

Kevin Cullen – Director, Editor

Laurie Cullen – Assistant Editor

Caroline Mooney – Contributing Editor

Carolyn McKinney – Advertising/Circulation

Pastoral Office for Stewardship and Development**(765) 742-7000**

Oversees the biennial Fruitful Harvest Appeal; organizes and presents estate planning programs, the annual seminary fund appeal, diocesan capital campaigns and the Catholic Foundation of Northcentral Indiana, Inc.

Bob McCreary - Director

Kathy Waldrep – Associate Director

Karla Samples– Administrative Assistant

Sarah Leclere – Administrative Assistant

Pastoral Office for Education**(765) 269-4670**

Provides direction, consultation and staff development opportunities for pastors, principals, directors of religious education, teachers and catechists of the Catholic Schools and parishes.

Dr. Marie Williams – Director

Sherry Young – Assistant to the Director

Noreen Beardmore – Health and Safety Coordinator

Louise Smith – Administrative Assistant

Pastoral Office for Family Life**(765) 269-4675**

Supports the dignity of the family and all human life through promotion and coordination of programs dealing with family life, marriage preparation and pro-life activities for both English and Spanish speaking communities.

Dr. Dora Tobar – Director

Claudia Sadowski – Associate Director of Family Life / Hispanic Ministry

Deacon Domingo Castillo – Associate for Hispanic Ministry

Deacon Jose Munoz - Associate for Hispanic Ministry

Charlene Kuhn – Administrative Assistant

Susan Hoefler – NFP Coordinator

Jennie Hack – Project Rachel Coordinator

Linda Hasser – Project Gianna Coordinator

Pastoral Office for Worship and RCIA**(765) 269-4660**

Promotes the liturgical life of the diocese by coordinating all diocesan liturgies, supporting RCIA formation and providing resources for liturgical catechesis and the formation of liturgical ministers.

Julie G. Males – Director

Carolyn Bennett – Administrative Assistant

Pastoral Office for Catechesis**(765) 269-4650**

This office provides formational opportunities for all adults in the diocese. It prepares men and women for lay ministry in the diocese and the Catholic Church through human, spiritual, pastoral, and intellectual formation.

Dr. Anne D. Roat – Director

Paul Shireman – Associate Director for Lay Ministry Formation

Evelyn Burton – Associate Director for Youth Formation

Nan Ross – Associate Director of Faith Formation

Amanda Engerer – Administrative Assistant

Ecclesiastical Tribunal**(765) 474-0506**

The judicial branch assisting those seeking annulments.

Rev. Timothy M. Alkire, J.C.L. – Officialis

Father Joachim Culotta, O.P. – Defender of the Bond, Appellate Court

Rev. Peter Vanderkolk – Associate Judge

Rev. Samuel J. Kalu, J.C.L. – Associate Judge

Gwen Adams – Tribunal Administrative Assistant, Advocate

Lou Coffing – Appellate Court & Informal Cases; Advocate

Niall Hickey – Tribunal Administrative Assistant, Advocate

Verna Meek – Tribunal Secretary & Notary

II. Leadership

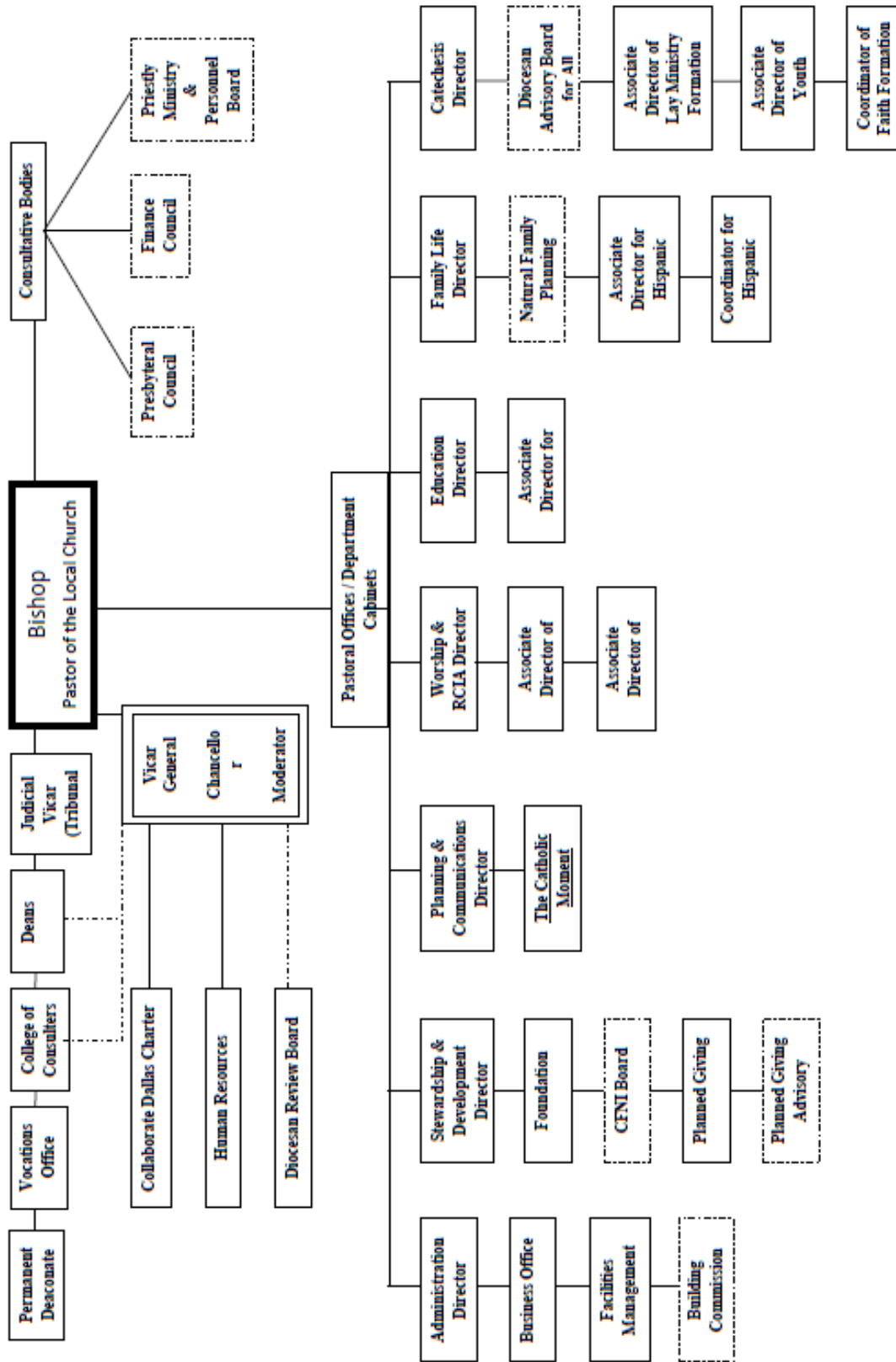
A. Introduction

Competent personnel administration of catechetical / youth ministry involves the following elements:

- Clearly stated lines of communication and responsibility;
- Written job descriptions;
- Plainly stated qualifications and/or purpose;
- Defined roles and responsibilities;
- Performance appraisals;
- A problem solving process when conflicts arise; and,
- An established process and defined reasons for termination.

In addition to the obvious role of pastor and catechetical / youth ministry leader, the Search Committee and the Parish Religious Education Advisory Council are forums for the parish to effectively share their concern and involvement in these essential ministries of the parish. Each section below explains how the elements of competent personnel administration are integrated in the best practice of the Diocese of Lafayette-in-Indiana.

B. Lines of Support



C. Job Descriptions

1. The Pastor

The pastor / administrator is responsible and has specific duties with respect to the Catholicity of teaching, Catholic identity and fiscal responsibility in a given parish (canons 528, 532, 800, 803-06, 1281-88).

The pastor / administrator is charged with acting as the representative of the parish with respect to the facilities of the parish, all contracts, and finances of the parish programs and associated groups.

The pastor has the following reserved powers by right of his position as canonical head of the parish (canons 528, 532, 800, 803-06, 1281-88) to:

- a. Establish the philosophy of the program in consultation with the DRE / YM or other catechetical leaders, parish councils and staff;
- b. Amend any organization constitutions and by-laws, such as those for program advisory groups;
- c. Appoint or facilitate an election for members of any advisory boards;
- d. Dissolve any parish organization;
- e. Approve expenditures of the catechetical / youth ministry programs or advisory organizations in consultation with the Executive Committee of the group or the parish finance council; and,
- f. Remove an officer of an organization who acts in a way that hinders the operations of the group.

2. Diocesan Personnel

The Director of the Pastoral Office for Catechesis hires the Diocesan Associate Directors in consultation with the Diocesan Bishop. The Director is then responsible for guiding and supervising the catechetical efforts of the office.

a) Associate Director of Lay Ministry Formation

The Diocesan Associate Director of Lay Ministry Formation is to coordinate the formation / education efforts for lay leaders of the Diocese.

b) Associate Director of Youth Formation

The Diocesan Associate Director of Youth Formation is to coordinate the catechetical formation / education efforts for youth, young adult, campus ministers, and parish catechetical leaders the Diocese.

c) Associate Director of Faith Formation

The Diocesan Associate Director of Faith Formation is to coordinate the catechetical formation / education efforts for children, adults, and catechists throughout the parishes and schools of the Diocese.

3. Director of Religious Education and Youth Ministry (DRE / YM)

Job descriptions benefit the parish and the DRE / YM in many ways. They:

- a) Promote clarity regarding the responsibilities and duties of the job;
- b) Provide a focus for job performance and help to minimize unrealistic expectations;
- c) Assist with the recruitment, selection, and placement of new employees;
- d) Help to identify training and developmental needs;
- e) Provide an objective basis for compensation;
- f) Create shared expectations which can be evaluated during performance appraisals;
- g) Assist with the orientation of new staff members;

- h) Increase the overall professionalism in the task; and,
- i) Indicate the recognized importance of this ministry for the parish.

It is the policy of the Diocese that all parishes designate person(s) responsible for parish catechesis. Each parish is also to establish a written description of the position of the DRE / YM. This written description is a necessary tool to help the DRE / YM and pastor in setting goals and objectives for the year, guiding the appraisal process and developing plans for ongoing personal development. This is why all DRE / YMs including volunteers, need to have such a ministry description:

Excerpt from the *Diocesan Policy Statement for a Parish Director of Religious Education Ministry Description* **Appendix 3.**

Sample *Job Description for the Parish Director of Religious Education* **Appendix 4.**

Sample *Job Description for the Parish Director of Youth Ministry* **Appendix 5.**

The DRE / YM and pastor together with the parish religious education advisory council should revise this written description annually, after review and evaluation. The Pastoral Office for Catechesis is available for any needed consultation. The description is to be presented to all applicants for the position as part of the search process.

4. Compensation and Benefits

A paid DRE / YM is compensated for his / her service using salary steps or a salary index. Addressing compensation from a social justice perspective and added benefits, including medical benefits and money for professional development, are ways of meeting needs of individual DRE / YM's (See **Appendix 3** for the related diocesan policy. Also, contact the Diocesan Office for Administration for additional Health Insurance / Pension Program Information.)

Since it is difficult to perform the duties of a DRE / YM on a part time basis, special consideration should be given to providing those benefits, especially ongoing formation, that will allow the

part time DRE / YM to grow into the position and work towards a full time position. An alternative is to form an agreement with a neighboring parish or parishes so that the part time DRE / YM's can have the assistance, supervision and mentoring support of a full time DRE / YM.

5. Advisory Board

It is recommended that each parish have an advisory council that focuses on religious education for the parish. The advisory council provides advice and support services to the pastor and parish catechetical leader for a parish or parishes served.

A parish religious education advisory council is a group of persons having expertise and interest in parish formation related matters such as the development of a long range plan for the parish, the recommendation of parish formation policies in accord with diocesan policy, development of an annual parish formation budget and formulation of a development plan to ensure long range funding of program improvement plans.

The responsibilities and tasks of an advisory council are performed in collaboration with the Pastor, Parish Council and, when appropriate, the School Advisory Council. Those responsibilities and tasks include but are not limited to:

- a) Witness to the ongoing life-formation mission of the parish;
- b) Know and understand the purpose of the parish formation programs and processes;
- c) Assist, when requested, in developing parish long range plans and ongoing assessment of the formation programs within the context of the parish without entering into the daily administration of the programs;
- d) Assist, when requested, in review of the texts and series used to be sure that they are compatible in vision and goals with the overall formation efforts in the parish;
- e) Provide at least one representative on the search committee for a new parish catechetical leader;

- f) Aid in the recruitment of personnel for the parish formation programs when requested by the parish catechetical leader;
- g) Assist with catechist and volunteer formation if needed;
- h) Provide alternate perspectives and views of parish constituencies essential to policy and program development;
- i) Assist in developing a parish formation budget in collaboration with representative(s) of a parish finance committee;
- j) Develop plans and a means for financing the annual parish formation budget; and
- k) Conduct open meetings with the exception of those meetings designated as an executive session.

Duties of the advisory council do not include involvement with individual staff or volunteer members or taking action(s) with respect to personnel issues or issues regarding program participants.

D. Search Committee

The job description of a Search Committee includes, but is not limited to:

- a) Establishing procedures with which the committee is to work, in consultation with the appropriate Diocesan Office;

Recommended Hiring Procedures **Appendix 1.**

Proposed Time Line for Search Committees
Appendix 2.

- b) Consulting on criteria with Parish Council(s), volunteer and paid staff, parents, and program participants;

Excerpt from the Diocesan Policy Statement for a Parish Director of Religious Education Ministry
Description **Appendix 3.**

- c) Developing job descriptions for applicants;

Sample Job Descriptions for a Director of Religious Education (DRE) or Director of Youth Ministry (YM)
Appendix 4 and Appendix 5.

- d) Advertising the position opening;

- e) Circulating information concerning the application process and form;

Sample Parish Employment Application **Appendix 6.**

- f) Reviewing submitted resumes and applications;

Sample Letters for the Search Committee **Appendix 7A, 7B, and 7C.**

- g) Selecting top qualified candidates for interview;

- h) Preparing the interview process;

A Guide for Interviewing to help the search committee
Appendix 8.

- i) Interviewing candidates;

- j) Recommending a candidate in writing to the pastor for hiring;

The pastor is responsible for seeing that the candidate offered the position has a background check, a minimum of two reference checks and to make sure that the candidate goes through the Diocesan Safe Conduct Protocol Workshop (and sign the certification form) as soon as is possible after being hired. Contact the Human Resources Department for further information.

Sample *Reference Check* form **Appendix 9.**

Police Background Check **Appendix 11.**

- k) Notifying the appropriate Diocesan Office upon selecting a candidate; and
- l) Negotiating financial arrangements in collaboration with the pastor.

E. Director of Religious Education and Youth ministry Characteristics and Qualifications

a. Characteristics

DRE / YMs in the Diocese are persons who:

- a) Seek to identify what they need to learn in relation to the areas of growth defined in the diocesan formation programs, Fan the Flame – Inspiration through Religious Formation (FIRE) and *Ecclesial Lay Ministry Program* (ELM).
- b) Develop and implement a plan for self-improvement and ongoing formation using the appropriate National Certification Standards as a tool; and
- c) Conduct performance evaluation annually in collaboration with the pastor.

Performance Appraisal Guidelines **Appendix 12.**

Sample *Performance Appraisal*, if further assistance is needed, please contact the Human Resources Department **Appendix 13.**

b. Qualifications

For employment as a DRE / YM in the Diocese of Lafayette-in-Indiana the applicant should:

- a) Be able to participate fully in the practice of the Roman Catholic Faith;
- b) Enroll in or have completed the diocesan *Ecclesial Lay Ministry Program* or its recognized equivalent;
- c) Be working for or have received certification as a master catechist in the diocese; and
- d) Commit to the new DRE / YM intern program, "In His Footsteps," if applicable.

Work on a degree or certificate in Catechesis or Youth Ministry or their equivalent while not required, should be an expectation for professional catechetical / youth ministry leaders.

If, in an emergency situation, an individual is employed without this preparation, he / she is to enroll in a program that leads to diocesan certification. The employer and employee are to agree upon performance objectives to reach this basic requirement within a reasonable time frame. Ongoing employment is contingent on progress to attain these objectives.

New DRE / YM's are invited to participate in, "In His Footsteps", an eighteen month program designed to provide new parish catechetical leaders and youth ministers with the tools to perform the ministry to which they have been called. The goal is to provide them with resources and support, develop foundational skills, enhance professionalism, and encourage networking with diocesan staff and other parish leaders.

DRE / YMs are also encouraged to become familiar with the National Certification Standards for their respective ministry as approved by the USCCB Commission on Certification and Accreditation, and work to develop competency in each area. Booklets explaining these standards and their appropriate professional Code of Ethics can be ordered by calling the Pastoral Office for Catechesis. Tools for the enhancement of personal and professional growth are also available through the Pastoral Office for Catechesis.

F. Supervision and Evaluation of Staff

Performance Appraisal for DRE / YM: Performance appraisal is the process that promotes not only the dignity of each employee but also the future growth and development of both the employee and the parish.

The pastor is responsible for a written performance appraisal of the DRE / YM whether they are paid or volunteer employees. This performance appraisal helps the DRE / YM to know their strengths and any areas where growth is needed. It is very helpful to the employee and to the parish to have a dialogue in the form of an evaluation prior to the end of their probationary period.

An annual performance appraisal is held with the DRE / YM. The conference includes:

- a) A review of the identified performance objectives relative to his/her professional and personal growth;
- b) Program enrichment plans;
- c) Other identified areas resulting in growth opportunities;
- d) Other responsibilities associated with the ministry; and
- e) DRE / YM's concerns and issues.

Each performance review is summarized in a written report which is signed by both the pastor and the DRE / YM. Copies of the written report are placed in the DRE / YM's personal folder and another in the parish personnel file.

The following appendices are provided to help with this process:

Performance Appraisal Guidelines **Appendix #12.**

Performance Appraisal **Appendix #13.**

G. Problem Solving Process

Every staff member or volunteer has the right to informally discuss any aspect of employment, or any questions or complaints, with his / her immediate supervisor, regardless of whether the matter involved could be the subject of a grievance. A grievance is a claim by a staff member that he / she has been directly or adversely affected by an improper application of one or more work-related rules, guidelines or policies or by improper disciplinary action.

Parish employees and volunteers are encouraged to resolve differences at the lowest level of authority by speaking with the individual within five (5) days of the incident of difference.

If a difference is not resolved at this level, the employee or volunteer is to submit a written complaint to the pastor within five (5) days of the conference with the DRE / YM. In the event that a problem has not been resolved after discussion with the pastor, or that the possible dismissal of the DRE / YM is involved, the DRE / YM or employee has the right to invoke a grievance procedure. When differences occur it is best to keep accurate documentation of dates, events, who is involved and what transpired. Information on the problem solving process or grievance procedure is available through the Human Resources Department.

Section of the *Employee Handbook for the Central Administration* on harassment **Appendix #14.**

H. Termination or Removal

1. Director of Religious Education and / or Youth Ministry

A pastor has the right to terminate or temporarily suspend the DRE / YM for just cause. Just cause offenses include but are not limited to the following behaviors:

- i. Inadequate performance;
- ii. Flagrant immorality as defined in the Catechism of the Catholic Church;
- iii. Insubordination;
- iv. Neglect of duty;
- v. Habitual or excessive use of alcohol or non-medical use of controlled substance as defined by law in the State of Indiana;
- vi. Failure to maintain current Catechist certification; and / or
- vii. Infractions against parishioners, volunteers or program participants not limited to sexual or physical abuse.

In the case of inadequate performance, the pastor is to maintain careful written documentation of the inadequacies. Periodic performance appraisals indicating the inadequacies are to be presented to the DRE / YM, orally and in writing, indicating minimum required standards for improvement. This assistance is given in the hope of helping the individual move towards satisfactory performance. Such appraisals and conferences are to be documented and signed by the pastor and DRE / YM.

When the pastor is considering dismissing a DRE / YM or other leader, the pastor **must** consult with the Human Resources Director **prior** to taking action.

In the case of a termination the DRE / YM can implement the problem-solving process as detailed in this Handbook. In the event that further action is required, the pastor and / or DRE / YM can appeal to the diocesan Human Resources Director.

2. Advisory Council Member

The pastor by right of his “reserved powers” can remove any officer or member of the parish advisory council who:

- * Acts in a way that hinders the operations of that council and / or
- * Exhibits any of the behaviors listed as reasons for dismissal of a DRE / YM.

3. Resignation Letter, Exit Interview, and Letter of Reference

Suggestions for drafting resignation letters, exit interviews, and letters of reference are included in this handbook.

Resignation Letter, Exit Interview, and Letter of Reference **Appendix #15.**

III. Administration

A. Budget

Budgets are public statements of the priorities of a parish and must be approved by the pastor. They are also an essential element of good planning. Therefore, each parish is expected to have a budget for catechetical / youth ministry programs that reflects the available resources and the need for programs for all ages, especially adults, because “*catechesis is a lifelong process for the individual and a constant, concerted, pastoral activity of the Christian community.*” (Cf. **NCD**. #32.)

Director or Religious Education and / or Youth Ministry (DRE / YM) are responsible for drafting, explaining and defending their budgets to the appropriate parish decision-making bodies such as the parish Catholic Formation Advisory Council, the Parish Finance Committee and the Parish Pastoral Council. Budgets should account for regular yearly expenses, purchases and any income for the program year.

Sample Budget Worksheet **Appendix #16.**

Sample Mileage Reimbursement Sheet **Appendix #17.** (For the current rate of reimbursement contact the Pastoral Office for Administration.)

Another aspect of budgeting is careful recording and monitoring of bills and fee collection. A DRE / YM develops, maintains and reports on the budget to the appropriate decision-making bodies.

B. Calendar

Calendars are another planning tool for leaders. Making a calendar requires collaboration with those responsible for planning in the parish and an awareness of parish, school, family, and community events. Good planning tries to avoid unnecessary conflicts such as scheduling catechetical events on holidays or three-day weekends.

The annual calendar should include: volunteer formation opportunities (take advantage of all known diocesan and regional events when possible), administrative meetings and any other major parish events.

DRE / YMs are responsible for drafting, explaining and communicating the program calendar to the pastor and all appropriate parish decision-making bodies such as the parish Religious Education Advisory Council, the parish Finance Council, and the parish Pastoral Council.

Catechetical Sunday

This Sunday recognizes the efforts of those volunteers and staff who contribute to the parish catechetical programs. It is also the usual time when catechists are commissioned, blessed, and recognized for receiving their appropriate levels of catechist certification. An annual resource manual is prepared each year by the United States Conference of Catholic Bishops. The national celebration of Catechetical Sunday is the third Sunday of September.

C. Organization of Program Space

Each volunteer needs a space where he / she can gather with program participants. The space should be conducive to learning, with good lighting and safe physical features. Care must be taken that all local fire and safety regulations are followed.

It is important to provide a resource library for volunteers including: parish materials, necessary equipment, program manuals, publishers' samples, periodicals and resources for their professional development.

D. Record Keeping

The DRE / YM is responsible for seeing that all necessary records are kept private and confidential. Information should only be released to authorized persons. Program personnel may only be given access to files for appropriate program related reasons. Parental signatures are required before records are sent to anyone.

1. For Catechists / Volunteers

The DRE / YM should have on file a copy of each of the following for every volunteer:

- a) For those who help with catechesis, a catechist record from FIRE showing the workshops/courses completed for catechist certification;
- b) A signed copy of **Appendix 10** - indicating completion of the diocesan approved workshop on Safe Conduct Protocol; and,

- c) A completed copy of **Appendix 23, Volunteer Driver Information Form**, for anyone driving for field trips or events away from the parish grounds.

PLEASE NOTE: Early each fall the Pastoral Office for Catechesis sends an updated sheet to each parish to note any deletions, changes or additions in personnel. It is important for the DRE / YM to check that list to assure correct information on all volunteers.

2. For Program Participants

The DRE / YM should have on file a copy of each of the following for every program participant:

- a) A registration form with the necessary information;
- b) **Appendix #18, Emergency Contact Form**;
- c) Acknowledgement of Receipt of Handbook outlining policies and rules to be followed;
- d) Copy of baptismal certificate or record in local parish - if baptized - for each sacramental preparation;
- e) A form or record necessary to confirm that parish program requirements were completed;
- f) Notation when necessary for a non-custodial parent to be given unofficial notice of any progress reports, if requested; and
- g) A court certified copy of the custody section of the divorce decree; an alternative solution to this would be to put a provision such as the following in the parent / student handbook:

“This program voluntarily complies with the provisions of the Buckley Amendment. Non-custodial parents will be given access to unofficial copies of student records, and volunteers will be available to discuss the participant’s progress unless a court order providing otherwise is filed with the program administrator.”

3. For Planned Events

The DRE / YM should have on file a copy of each of the following for every event:

- a) A complete list of participants;
- b) Copies of permission slips for each minor with names, addresses and phone numbers of who to contact in case of emergency;
- c) Copies of any Medical / Medicine Permission forms; and,
- d) Copies, when necessary of **Appendix #23**, a *Volunteer Driver Information* form for each driver.

4. For the Total Program

The DRE / YM should have on file a copy of the following for the total program:

- a) Program Statistics
- b) The Bishop has to provide the Holy Father with statistics on the catechetical efforts of his diocese during his *ad limina* visit. It is therefore necessary for the Diocesan Staff to collect data on the program statistics for each parish.

Appendix #20 asks for the needed statistics and provides a form for reporting them in October each year.

E. Responsibilities to / for Volunteers and Program Participants and Families

1. Awareness of Diocesan Policies

The parish catechetical leader is considered a member of the parish staff. Be aware of any policies or guidelines that affect one's role. Most policies that apply to the role of catechetical / youth ministry leaders are included in this handbook. Consult your pastor or parish administrator if you have further questions.

2. Communication

The DRE / YM is responsible for maintaining ongoing communication with parents of program participants. The family / participant handbooks and policies are an essential part of the communication. This communication is also done by:

- a) Advertising the catechetical and youth ministry programs; use both the public and parish means;
- b) Publishing an annual calendar and periodic newsletter for all events, meetings, etc.;
- c) Following a written absentee policy;
- d) Organizing meetings for parents/guardians to give an overview the year's programs and address any special concerns; and,
- e) Writing letters and contacting families when necessary.

3. Harassment Free Environment

The catechetical programs are to be free of discrimination and inappropriate and unlawful harassment. Actions, words, jokes, or comments based on an individual's gender, race, ethnicity, age, culture or person are inappropriate. (**Appendix #14**).

4. Supervision

The DRE / YM is responsible for obtaining well-prepared substitutes. It is advisable to try to recruit at least two adults for each program to help reduce the need for substitutes.

The DRE / YM is also responsible for:

- Supervising all program volunteers and,
- Assuring that a responsible adult supervises program participants at all times and in all places, including recreational areas, bathrooms, and hallways.

Catechists and other program volunteers have a responsibility to:

- Supervise the safety and learning of the program participants, (one cannot be “off duty” whenever there are program participants on the property) and
- Understand that their role is to follow parish policies and procedures.

5. Program Planning

Parents and program participants have a right to expect that the DRE / YM and the program volunteers have taken appropriate action to prevent reasonable and foreseeable risk of harm.

The following appendices are included to help the DRE / YM and volunteers take all reasonable precautions in planning programs:

Parental Field Trip and Transportation Notification Liability Waiver, and Medical Information Form **Appendix #19.**

Sample Program Planning Checklist (including recommended adult/ youth ratios) **Appendix #22.**

Volunteer Driver Information Form **Appendix #23.**

Speaker Approval Process **Appendix #21.**

6. Site Safety and Disaster Plans

Emergency procedures must be in place at the parish level. This includes preparedness for fire, tornado and other emergencies. These procedures must be clearly communicated through volunteer and family / participant handbooks. The local fire department can assist in developing such plans. It is good practice to post procedures in each room together with all emergency numbers:

Crisis Management Tips (from the School Safety Manual of Catholic Mutual) **Appendix #24.**

Form For Recording A Crisis Management Plan Form **Appendix #25.**

Emergency Phone Numbers **Appendix #26.**

Student Accident Report Form **Appendix #27.**

Playground Equipment Safety Guidelines, a survey for parishes that may provide such equipment for daycare or pre-school programs **Appendix #28**.

7. Handbooks

The pastor must approve all programs and procedures. The DRE / YM and the parish religious education advisory council may assist the pastor in developing policies, rules and procedures. The DRE / YM and the parish advisory council will assist the pastor in communicating policies, rules and procedures to insure a safe, professional and Christian atmosphere in all sponsored programs and events.

- a) Volunteer / Staff Handbooks. Common elements of such a handbook include but are not limited to:
 - i. Program philosophy;
 - ii. Instructional duties (not “how tos” but broad outlines);
 - iii. Non-instructional duties (e.g. emergency procedures, outside supervision, etc.);
 - iv. Supervision guidelines;
 - v. Any special policies (e.g. Diocesan Protocols, certification standards);
 - vi. Sample forms;
 - vii. Statement of the right to amend; and
 - viii. Acknowledgement of Receipt of Handbook.

- b) Participant Family Handbooks; Help participants and their families to understand parish expectations and responsibilities. What is most important is that everyone knows the rules. Common elements include but are not limited to:
 - i. Program philosophy;
 - ii. Registration policy;
 - iii. Program policies including expectations for parental involvement;
 - iv. Records and who has access to them, and rights of non-custodial parents;
 - v. Communication expectations;
 - vi. Behavioral expectations;
 - vii. Expectations for offsite activities;
 - viii. Use of parish/school grounds before or after programs;

- ix. Instructional duties of volunteers;
 - x. Non-instructional duties of volunteers;
 - xi. Supervision of volunteers;
 - xii. Any special policies;
 - xiii. Statement of the right to amend; and
 - xiv. Acknowledgement of Receipt of Handbook.
- c) DRE / YMs are responsible for drafting, explaining and communicating the details of any policy handbooks to all appropriate parish decision-making bodies.

Parent Handbook **Appendix #29.**

Catechist / Youth Minister Handbook **Appendix #30.**

F. Registration

All DRE / YMs are responsible for organizing and implementing program registration procedures in advance of the first day of sessions.

G. Relationships

When planning programs it is essential for the DRE / YM to develop and maintain good working relationships. Those relationships include but are not limited to:

1. Pastor / Parish Administrator;
2. Parish Finance Council or Parish Business Administrator;
3. Principal (in a parish where there is a school);
4. Parish Catholic Formation Advisory Council;
5. Parish Pastoral Council;
6. Liturgy Planner; and,
7. Music Director.

It is helpful to maintain regular contact with the Pastoral Office for Catechesis and other DRE / YMs in the deanery.

H. Support for Programs and Their Evaluation

The Pastoral Office for Catechesis gathers resources for supporting and enriching those who lead catechetical and youth ministry programs.

In addition to the Pastoral Office for Catechesis, the diocese has the following pastoral offices:

1. **Pastoral Office for Worship and RCIA** provides for workshops and presentations regarding sacraments, worship committees, liturgical planning and formation, liturgical ministers, RCIA and liturgical and sacramental policies – and also facilitates and plans all Diocesan celebrations;
2. **Pastoral Office for Family Life** provides resource and support to strengthen the domestic church such as Parish Facilitative Family Ministry training, Pre-Cana, Sponsor Couples, Rainbows, Divorce Ministry, Natural Family Planning; and Hispanic ministry resources,
3. **Pastoral Office for Education** provides total curriculum, administrative and supervisory service to Catholic schools in the diocese.
4. **Pastoral Office for Administration** conducts the financial affairs of the diocese; oversees employee benefits and property insurance programs and Fruitful Harvest redemption.
5. **Pastoral Office for Planning and Communications** serves the communications needs of the Local Church primarily through “The Catholic Moment”; maintains the diocesan website; coordinates pastoral planning.
6. **Pastoral Office for Stewardship and Development** oversees the biennial Fruitful Harvest Campaign; annual seminary fund appeal, diocesan capital campaigns and the administration and marketing of the Catholic Foundation of Northcentral Indiana, Inc. Organizes and presents parish and diocesan stewardship initiatives; organizes and presents planned giving programs. Management of diocesan database for donors and prospects.

I. Annual Checklist

Director of Religious Education **Appendix #31.**

Director of Youth Ministry **Appendix #32.**

IV. Formation

A. Ecclesial Lay Ministry Program (ELM)

The Diocese of Lafayette-in-Indiana in cooperation with Saint Joseph's College, Rensselaer is pleased to provide a formation opportunity for women and men desiring to serve the Catholic community in ecclesial ministry positions. We are committed to providing academic theology courses, pastoral skill workshops, and spiritual formation opportunities which are faithful to the Catholic Tradition and which will provide you with a solid foundation of Catholic theology, spirituality, and pastoral ministry praxis.

1. **National Standards** – *National Certification Standards for Lay Ecclesial Ministers* published by the USCCB.
2. **Accreditation** – The Diocese of Lafayette-in-Indiana was earned accreditation from the United States Conference of Catholic Bishops (USCCB) in 2009.
3. **Handbook** – Contact the Pastoral Office for Catechesis or check the diocesan website at www.dol-in.org for more information. ELM has its own handbook to be utilized for more information.

B. Fan the Flame: Inspiration through Religious Enrichment (FIRE)

Fan the Flame – Inspiration through Religious Enrichment (FIRE) is a systematic adult formation plan of study that has been aligned with the *National Certification Standards for Pastoral Ministers* which are approved by the United States Conference of Catholic Bishops. The Diocese of Lafayette-in-Indiana has developed this plan of study to aid adults and catechists in their formation process. It encompasses Spiritual, Human, Pastoral, Intellectual and Leadership Formation.

1. **National Standards** - *National Certification Standards for Pastoral Ministers*, published by the USCCB.
2. **Diocesan Policy - Appendix #34.**
3. **Handbook** - Contact the Pastoral Office for Catechesis or check the diocesan website at www.dol-in.org for more information. FIRE has its own handbook to be utilized for more information.

C. In His Footsteps – Intern Program

“*In His Footsteps*” is an eighteen month program designed to provide new parish catechetical leaders with the tools to perform the ministry to which they have been called. The goal is to provide them with resources and support, develop foundational skills, enhance professionalism, and encourage networking with diocesan staff and other parish leaders.

This program is facilitated by the Pastoral Office for Catechesis. Contact the POC for more information or to inquire as to when the next cohort will begin.

There is a handbook for "In His Footsteps" with more information. This handbook can be obtained from the Pastoral Office for Catechesis.

D. Personal Assessments

The following workshops can be obtained and / or scheduled through the Pastoral Office for Catechesis.

1. *Strengths Finder*

This workshop is organized around the use of the Strengths Finder (provided with the purchase of the book "*Living Your Strengths*") to assess and affirm your talents, and how to use your talents for growth and service. There are thirty four identified talents ranging from achiever, maximizer, ideation, individualization, and significance. "*Living Your Strengths*" provides a tool to assess these God-given talents and harness them in the betterment of one's self, family, and the various communities.

2. *Information for Growth(IFG)*

The *Information for Growth Assessment* is a tool to assess the catechist and / or adults at the parish level. It provides insights as to the strengths and weaknesses of the current adult formation program and would perhaps indicate where further emphasis could be made in a program.

E. Parish Formation Opportunities

The following workshops are designed for parish communities. To arrange for these workshops please contact the Pastoral Office for Catechesis.

1. Parish Councils

The main contribution of the pastoral council to parish management is pastoral planning – the task of investigating, pondering, and drawing conclusions about parish matters. Councilors offer pastors the benefit of practical wisdom, defined as the prudent knowledge of what a parish ought to do in a given situation. What pastors seek from councils is ultimately a spiritual good. It is the good of knowledge, of that practical wisdom about what is prudent for the community to do. They help the pastor plan a response to parish needs by representing that is, making present, and the wisdom of the community.

Contained in this workshop:

- a) The History of Parish Councils in the Diocese of Lafayette-in-Indiana;
- b) Diocesan Policy;
- c) Statement from Second Vatican Council about parish councils;
- d) Code of Canon Law regarding councils;
- e) Defining the parish council as a consultative body;
- f) Needs of the pastoral council;
- g) Responsibilities of the pastoral council;
- h) Successful models of parish councils;
- i) Membership for councils;
- j) Selection of members for the parish council;
- k) Terms for members;
- l) Officers for the council; and
- m) Formation for pastoral council members.

2. Handling Change Pastorally

Priests, Deacons and Parish Professional Staffs are invited to participate in this *Leadership Symposium* which addresses how to handle change pastorally.

Participants will receive the power point and leadership packet to utilize as needed in their own parish and ministry setting.

Participants will:

- a) Identify a process to successfully work through change;
- b) Recognize the various stages of transitions and their challenges;
and
- c) Obtain the tools necessary to walk individuals or groups through this process.

3. Strategic Planning

This workshop walks a group through the strategic planning process. Strategic Planning is a disciplined effort to produce fundamental decisions and action that shape and guide what an organization is, what it does, and why it does it. It is a framework for carrying out strategic thinking, direction, and action leading to the achievement of consistent and planned results. Strategic Planning is a roadmap for dealing with continuous change and ensuring a future for an organization. It determines where your organization is going so that all organizational efforts can be pointed in that direction and usually are for a period of years – 3 to 5. When completed the group has a plan to implement.

This process achieves the following:

- a) Builds ownership;
- b) Brings Vision into focus;
- c) Extends horizon;
- d) Brings issues to the table;
- e) Gives direction/focus to all efforts;
- f) Identifies strengths and weaknesses; and

g) Proactive vs. Reactive.

4. Stewardship: A Disciples Response

“This pastoral letter recognizes the importance of church support, including the sharing of time, talent, and treasure. But it situates church support in its broader context – what it means to be a disciple of Jesus Christ.”

a) This workshop explores the U.S. Catholic Bishops’ Pastoral Letter “Stewardship: A Disciple’s Response.

b) The Pastoral Letter lays out a plan that addresses:

- The Call;
- Jesus’ Way;
- Living as a Steward;
- Stewards of the Church; and
- The Christian Steward.

c) It looks at stewardship:

- As a call to follow Jesus and imitate his way of life;
- As conversion by committing one’s very self to the Lord; and
- As all encompassing.

5. FIRE Courses

There are Sixty-eight workshops available through the FIRE program that can be utilized at the parish level. They are available through the Pastoral Office for Catechesis upon request.

6. Adult Faith Formation

The Pastoral Office for Catechesis through the Associate Director of Faith Formation makes available to any parish various formation courses.

These courses include a power point and are about an hour long. They are designed for small faith sharing groups, coffee and doughnut gatherings, or whenever your parish has an opportunity to provide some basic Catholic formation.

F. Lafayette Conference for Catechetical Leadership (LCCL)

The Lafayette Conference for Catechetical Leadership (LCCL) is the professional organization that strives to serve those who direct and implement the catechetical mission of the parishes of the Diocese of Lafayette-in-Indiana. In collaboration with our bishop, clergy, pastoral offices and other parish catechetical leaders, the Lafayette Conference for Catechetical Leadership (LCCL) seeks to:

- a) Foster integral formation through human, intellectual, pastoral, and spiritual opportunities;
- b) Provide professional support through networking and sharing of resources;
- c) Assist one another in embracing and living out our roles as catechetical leaders; and
- d) Enrich and strengthen the ministry of catechesis and evangelization within the diocese.

The Pastoral Office for Catechesis has the contact information for LCCL.

G. State and National Organizations

1. Indiana Conference of Catechetical Leaders (ICCL)

State professional organization – Contact through LCCL.

2. National Association of Lay Ministry (NALM)

www.NALM.org

3. National Conference of Catechetical Leadership(NCCL)

www.NCCL.org

4. National Catholic Education Association (NCEA)

www.NCEA.org

5. National Federation of Catholic Youth Ministers (NFCYM)

www.nfcym.org

6. National Association of Parish Catechetical Directors (NPCD)

www.ncea/departments/npcd.org

7. National Catholic Young Adult Ministry Association (NCYAMA)

www.ncyama.org

8. Catholic Campus Ministry Association (CCMA)

www.ccmanet.org

V. Volunteers

B. Expectations

It is required that the DRE / YM will ensure that every catechist, youth minister, or volunteer who has any contact with young people will receive Protocol training and a background check before working with youth.

It is also expected that the DRE / YM will provide an orientation for all catechist before they start their ministry and provide for catechist formation through the FIRE program.

Finally, it is expected that the DRE / YM will provide any resources necessary for the catechists to perform their ministry.

C. Formation

This also involves the recruitment, training, and ongoing evaluation of volunteers.

The full regulations, guidelines and necessary forms for Catechist formation are found in the FIRE Handbook. Since all DRE / YM's share in the responsibility for the formation of catechists, each should have a copy of the FIRE Handbook. It is recommended that this policy book be kept in a binder together with this Administrative Handbook and the ELM Handbook.

D. Interview

Prospective Catechist / Youth Minister Interview **Appendix #35.**

E. Supervision

It is important to schedule regular meetings and communication with volunteers. Volunteers should also have the opportunity to be observed by the DRE / YM or their delegate. This ongoing guidance and supervision helps assess volunteer skills and match the skills with their responsibilities and program needs. The DRE / YM may find it helpful to recruit experienced volunteers, as mentors to provide needed ongoing guidance, support or direction. Pairing experienced and inexperienced volunteers to work together can facilitate this process.

F. Evaluation

Evaluation provides an opportunity to affirm strengths and to address areas for improvement and development. The following should be evaluated by the DRE / YM annually:

1. Various dimensions of the Catechetical / Youth Ministry Program;
2. Personnel; and,
3. Program materials.

The DRE / YM is responsible for this evaluation and should do it in collaboration with the pastor and the parish religious education advisory council. The DRE / YM is responsible for evaluating the catechists.

Catechist Evaluations Appendix #36.

G. Discipline

The DRE / YM is responsible for providing in-service opportunities to help the volunteer staff take a positive approach to discipline.

Volunteers have the responsibility to provide a positive atmosphere. They are expected to follow established guidelines for behavior consistent with the philosophy of the program and the directives of the DRE / YM.

Volunteers are to respect the dignity and of each participant. Self-esteem and self-discipline are to be fostered at every stage of development. Every effort is to be made to educate participants about the dangers of violence and hate as well as racial, ethnic, religious, and gender stereotyping prevalent in society.

The Diocese has zero tolerance for corporal punishment. The discipline process is to be addressed in the parent / student handbook.

Due Process and Grounds for Dismissal as a tool for developing program policies Appendix #37.

H. Protocol

All volunteers must be familiar with the Safe Conduct Protocol. Only those individuals approved by the Human Resource Director may offer in-service workshops on this protocol. For further information contact the Human Resources Department.

All volunteers must attend the diocesan protocol in-service as soon as possible, preferably before they begin their ministry.

Safe Conduct Protocol **Appendix #10, 11, and 48.**

Certification and Authorization Form., the form to sign upon completion of a diocesan approved workshop **Appendix #10.**

I. Blood Borne Pathogens

There are clear Diocesan policies, based on OSHA standards. Information on blood borne pathogens is provided through the Pastoral Office for Education.

Exposure Control for Infectious Disease **Appendix #38.**

VI. Technology

A. Technology/Social Networking Guidelines

Diocese Social Network Directives Policy **Appendix #39.**

Sample Video Taping Permission Letter **Appendix #40.**

B. Electronic Resources

1. DOL-in.org Website – www.dol-in.org
2. NALM – www.NALM.org
3. NFCYM – www.nfcym.org
4. NCCL – www.NCCL.org
5. USCCB *Renewing the Vision*
(<http://www.usccb.org/laity/youth/rtvcontents.shtml>)
6. USCCB *Sons and Daughters of Light: A pastoral Plan for Young Adult Ministry*
(<http://www.usccb.org/laity/ygadult/toc.shtml>)
7. USCCB *Stewardship and Young Adults*
(<http://www.usccb.org/bishops/stewardship.shtml>)
8. USCCB Pastoral Plan for Adult Faith Formation – *Our Hearts were Burning Within Us* (<http://www.nccbuscc.org/education/ourhearts.htm>)
9. USCCB Pastoral Plan for Hispanic Ministry
(<http://www.usccb.org/hispanicaffairs/plan.shtml>)

VII. Sacraments

A. Sacramental Preparation Policies and Guidelines:

In the recent history of the Diocese of Lafayette-in-Indiana, there have been few policies and suggestions in regards to preparation of the sacraments at the parish-level. In the last portion of this section, there is an appendix of the most recent statements by the Local Ordinary in regards to Extraordinary Ministers of the Holy Eucharist, First Eucharist, First Penance, and Confirmation.

Diocesan policy: A policy is an official statement that is promulgated by the Head Catechist of the diocese, the Bishop. These statements carry specific details which must be incorporated into parish guidelines by the Pastor in obedience to the local Ordinary, with reference to the Code of Canon law, and in accordance with the Rites. Many times, these statements accept the recommendations of the United States Conference of Catholic Bishops as written, or offer specific amendments in accordance with local ecclesiology and practice.

Diocesan Recommended Guideline: A guideline is an official recommendation of a specific practice (in this instance, a sacramental practice) offered by diocesan staff, under the guidance and support of the local Bishop. Guidelines represent suggestions with the intent of offering a framework for Pastors to implement or revise, according to the needs of the faithful.

It is usually the responsibility of the DRE / YM to coordinate sacramental preparation. This preparation involves:

1. Selecting the program / process to be used and defining how it will relate to regular catechetical instruction;
2. Providing families with written directives for participation in parish sacramental programs;
3. Providing formation sessions for parents of those preparing for each sacrament;
4. Planning with the pastor and the worship committee, the parish liturgical celebration of these sacraments;
5. Informing the whole parish about sacramental preparation programs before the reception of the sacraments; and,
6. Assisting pastor and parish liturgy committee with coordination of the liturgical celebration.

Questions regarding curriculum and program ideas should be directed to the Diocesan Director of Catechesis and the Pastoral Office for Worship and RCIA. Questions regarding Diocesan Sacramental guidelines and preparation of the liturgy should be directed to the Pastoral Office for Catechesis. The DRE / YM should become familiar with both the Diocesan Guidelines for the Preparation and Celebration of the Sacraments and Diocesan Policy Handbook for policies regarding worship and sacraments.

B. Current Diocesan Policies

The following policies are most frequently requested and so they have been included in this handbook for convenience:

Guidelines for the Reception of the Sacrament of Baptism (Infants) **Appendix 50**

Guidelines for the Reception of First Reconciliation (Youth) **Appendix #41.**

Guidelines for the First Reception of the Eucharist (Youth) **Appendix #42.**

Guidelines for the Reception of the Sacrament of Confirmation (Youth) **Appendix #43.**

Guidelines for the Reception of the Sacrament of Confirmation (Adult) **Appendix #49**

Note: A parish based formation program for Adult Confirmation is available from the Pastoral Office for Catechesis.

VIII. Curriculum

The Director of Religious Education and or Youth Ministry (DRE / YM) is responsible for selecting catechetical materials for each age and need group in accordance with:

1. The needs of the parishioners;
2. Capabilities of the catechists; and
3. The diocesan curriculum.

This planning should be done in collaboration with diocesan and parish leadership such as the parish religious education advisory council.

A. Elementary Catechetical Curriculum (K-8)

Visit the Diocesan Website in the Pastoral Office for Catechesis under Religious Education for K-8 Curriculum.

B. Parish Catechetical Curriculum (9-12)

Visit the Diocesan Website in the Pastoral Office for Catechesis under Youth Ministry for Grades 9-12 Curriculum.

C. High School Catechetical Curriculum (9-12)

Visit the Diocesan Website in the Pastoral Office for Catechesis under Youth Ministry for Grades 9-12 Curriculum.

D. Protecting God's Children Curriculum

Visit the Diocesan Website in the Pastoral Office for Education under *Protecting God's Children Resources*.

E. Recommended Textbooks

The only requirement is that the textbook be on the USCCB Conformity list. It can be found on the Diocesan Website in the Pastoral Office for Catechesis under Religious Education and / or Youth Ministry.

F. Assessment of Catechesis / Religious Education (ACRE)

Details can be found on the NCEA website, under Faith Education.

G. Special Needs

Contact the Pastoral Office for Catechesis for resources.

IX. Legal

A. Safe Environment Protocol

All volunteers must be familiar with the Safe Conduct Protocol. Only those individuals approved by the Human Resources Director may offer in-service workshops on this protocol. For further information contact the Human Resources Department.

All volunteers must attend the diocesan in-service upon recruitment.

Safe Conduct Protocol **Appendix #10** and **#11**.

Certification and Authorization Form to sign upon completion of a diocesan approved workshop **Appendix #10**.

B. Child Abuse

Volunteers and staff can be put in the difficult position of becoming confidants of children or adolescents. For this reason, DRE / YMs and those whom they supervise need to be prepared to deal with the possible realities of abuse and neglect. Review pertinent state laws annually. Child Protective Services is a valuable resource as you prepare any in-service or answer questions.

Child Abuse Prevention and Response **Appendix #45**.

Child Abuse or Neglect Reporting Guidelines **Appendix #46**.

Ministry with Minors **Appendix #47**.

C. Copyright Laws

Volunteers are to be informed about copyright laws. The reproduction of most materials, printed music or videos is safeguarded under copyright law.

D. Developing an Emergency Plan

Site Safety and Disaster Plans **Appendix #24, 25, 26, 27, and 28**

E. Requirements for On-site Youth Ministry

Ministry with Minors **Appendix #47**.

F. Requirements for Off-site and overnight Youth Ministry

Ministry with Minors **Appendix #47.**

G. Personal Vehicle Use Policy

Ministry with Minors **Appendix #47.**

Volunteer Driver Information Form **Appendix #23.**

Section 10: Appendices

Appendices

- Appendix 1 *Hiring Procedures*
- Appendix 2 *Proposed Time Line*
- Appendix 3 *Policy for DRE Statement*
- Appendix 4 *DRE Job Description*
- Appendix 5 *YM Job Description*
- Appendix 6 *Application for Employment*
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Glossary

Assessment

The means, by which competence is evaluated, measured and or judged, relative to established standards.

Catechesis

Based on a word meaning “to echo,” the process of education and formation of Christians of all ages, by which they are taught the essentials of Christian doctrine and are formed as disciples of Jesus.

Catechist

A person of faith, called to participate in the Ministry of the Word, and who provides instruction and witness to the main doctrinal elements of the Catholic faith through the process of catechesis.

Catechetical Methods

The process by which the catechist faithfully communicates the content of the Catholic faith in ways that the recipient can hear and understand by use of language, signs and culture of those to whom it is directed.

CCC

The *Catechism of the Catholic Church*, a summary of Catholic doctrine and morals intended for use within programs of faith formation and formal catechesis.

Certificate

A statement that an individual has completed a course of studies through attendance, participation, and fulfillment of program requirements.

Certification

The process that documents an individual’s attainment of a specified level of competence, ability, training, and or preparation for a particular ministry.

Certification Standards

Published statements related to a ministry’s focus, activities, and responsibilities that identify expectations of a competent minister.

Code of Ethics

A formal statement by a professional organization of its moral beliefs also used to identify related expectations of the members of that profession.

Competency

The requisite attainment of a level of proficiency associated with specific knowledge, skills, abilities, attitudes, values, and or traits.

GDC

The *General Directory for Catechesis*, a revision of the 1971 *General Catechetical Directory* published by the Congregation for the Clergy, approved by Pope John Paul II on August 11, 1997.

Doctrine

An official teaching of the Church based on the Revelation of God by and through Christ.

Dogma

Those teachings that are recognized as central to Church teaching, defined by the Magisterium, and accorded the fullest weight and authority.

Evangelization

The process of proclaiming the Gospel of Jesus Christ through word and witness.

Hierarchy of Truths

A set of doctrinal truths that pertains to the degrees of importance accorded to church teachings by reason of their relative proximity to the core of Christian faith.

Learning Process

The ability of the individual to understand and assimilate the content of what is being taught by use of multiple intelligences and age appropriateness.

Life Moments

The approach to catechesis which recognizes the unique opportunity for faith formation during critical life experiences or important life stages or transitions.

Magisterium

The name given to the official teaching authority of the Church, whose task it is to interpret and preserve the truths of the Church revealed in both the Scriptures and Tradition.

Ministry

Based on a word for service, in a general sense any service offered to help the Church fulfill its mission: more specifically a particular expression of such service such as the ministry of catechesis.

Multiple Intelligences

A theory developed by Howard Gardner in his 1983 book, *Frames of Mind*, which explores seven different learning styles based on the diversity of learning needs and skills in the human community.

NALM

The National Association for Lay Ministry

NCCL

The National Conference for Catechetical Leadership

NCEA

The National Catholic Education Association

NDC

The *National Directory for Catechesis*, published May 1, 2005 by the United States Conference of Catholic Bishops

NFCYM

The National Federation for Catholic Youth Ministry

OHWB

Our Hearts Were Burning Within Us, a pastoral document written by the United States Conference of Catholic Bishops on adult faith formation.

Parish Catechetical Leader

The person who organizes and directs the program of lifelong faith formation for all parishioners under the direction of the pastor and in collaboration with the pastoral staff.

Self-reflection

The ability to think, concentrate or seriously consider one's state of being, motives or actions regarding the context of one's life experiences. In a catechetical setting this would include the influence of one's faith and relationship to God.

Spiritual Life

In general, the values, actions, attitudes and behaviors that characterize a person's relationship with God and others. For Christians, a life guided by the Holy Spirit, lived out within the community of believers, and characterized by faith, hope, love and service.

Theological Reflection

The ability to reflect on life experiences and to understand, and interpret them in the context of our experience and understanding of God and the Christian faith.

Tradition

Based on a word meaning "to hand on," the central content of the Catholic faith contained in both the Scriptures and in Church doctrines and dogmas, as well as the process by which the content is faithfully passed on from generation to generation, under the guidance of the Holy Spirit.

USCCA

The United States Catholic Catechism for Adults published by the United States Conference of Catholic Bishops in July, 2006.

USCCB

The United States Conference of Catholic Bishops