

Called To Be Disciples
PHASE ONE
Policy Edition



**Catechetical Norms
for the
Catholic Diocese of Richmond**

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Vision Statement

Called To Be Disciples:

Catechetical Norms for the Diocese of Richmond

Disciples in the Catholic Diocese of Richmond

will experience their parishes

as responsible and committed communities

where conversion to Christ leading to lifelong learning

is the norm.

Diocese of Richmond

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July 1, 2006

Dear Pastors and Catechetical Leaders,

The Office of Christian Formation has completed the first phase of *Called to Be Disciples: Catechetical Norms for the Catholic Diocese of Richmond*. These Norms will develop, promote and guide the ministry of Catechesis in the parishes of our diocese. The Norms are the result of OCF studying universal and national documents, meeting regularly with a group of experienced catechetical leaders, and consulting with the diocesan Christian Formation Commission, pastors, catechetical leaders, and catechists.

Phase One of *Called to Be Disciples* is diocesan policy, effective July 1, 2006. Other aspects of catechetical ministry will be addressed in subsequent phases of the Norms in coming years and become part of these policies. Because catechesis is an essential ministry of the Church, I anticipate that all of us, Chancery Offices, pastors, pastoral coordinators, parish catechetical leaders, catechists, and parishioners will all work together to develop and maintain the highest quality possible in our catechetical programs for adults, youth, and children.

We are all teachers of the Word but we have a diversity of roles. The Norms bring into sharper focus the roles and responsibilities for the ministry of catechesis in each parish while calling each of us to union with Christ. We realize this union through participation in the sacramental life of the Church, in Christian Formation programs and processes, and most emphatically by our own witness and example.

I ask God's blessing on each of you and on your ministry of proclaiming the risen Christ as we go forth together to strive for communion with Christ and with one another!

Sincerely yours in Our Lord,

A handwritten signature in cursive script that reads "Francis X. Di Lorenzo".

Bishop Francis X. DiLorenzo

Documents Referenced in Phase One

Called To Be Disciples: Catechetical Norms for the Diocese of Richmond

Catholic Diocese of Richmond. *Called to Faith: Diocesan Guidelines for Sacramental Preparation: The Sacraments of Initiation and First Penance*. 1997.

Catholic Diocese of Richmond. *Called to Faith: Respecting the Dignity of the Baptized Entering into Full Communion with the Roman Catholic Church*, 2001.

Catholic Diocese of Richmond. *Called to Serve: Diocesan Guidelines for Pastoral Councils*, 1996.

Catholic Diocese of Richmond. *Diocesan Safe Environment Regulations*, 2005.

Catholic Diocese of Richmond. *We Walk By Faith*, 2006.

CIC *Codex Iuris Canonici* [Code of Canon Law] (25 January 1983).

GDC Congregation for the Clergy. *General Directory for Catechesis*. 1997.
(References listed by paragraph number)

NDC U.S. Conference of Catholic Bishops. *National Directory for Catechesis*.
Washington, DC: U.S. Catholic Conference, 2005.
(References listed by page number)

Office of Christian Formation: Youth Ministry. *Policies and Guidelines for the Safety and Protection of Minors*. Catholic Diocese of Richmond, 2001.

OHWB Statement of the U.S. Catholic Bishops. *Our Hearts Were Burning Within Us: A Pastoral Plan for Adult Faith Formation in the United States*. Washington, DC: U.S. Catholic Conference, 1999.

RCIA *Rite of Christian Initiation of Adults*. Editio Typica 1972. Chicago:
Liturgy Training Publications, 1988.

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Introduction

Like the disciples on the road to Emmaus, present day Christians are called to know Christ in the breaking of the bread and, with hearts burning with joy, to share the glad tidings of new life in Christ (Luke 24: 30-32). *Called To Be Disciples: Catechetical Norms for the Diocese of Richmond* calls upon today's disciples to faithfully proclaim the Word in this day, in this time, in this place.

Parishes in the Diocese of Richmond seek through their Christian Formation programs and processes to achieve “the definitive aim of catechesis” which is “to put people not only in touch, but in communion and intimacy, with Jesus Christ.” (*GDC*, 80) At the same time, parishes “encourage a living, explicit, and fruitful profession of faith” for all disciples. (*GDC*, 66) The Bishop, pastors and parish catechetical ministers work together through the Office of Christian Formation to achieve this goal.

Called To Be Disciples is a foundational guide presented to pastors and catechetical leaders to promote and direct the development and evaluation of appropriate catechetical policies, processes and practices. All involved in this ministry are held accountable for the quality of catechesis they provide and will be recognized appropriately.

Called To Be Disciples affirms the value of catechesis as an “indispensable stage” in the Church’s mission of evangelization. (*NDC*, pg. 41) It describes the focus and activities of parishes and institutions as well as defining responsibilities in the ministry of catechesis. **The Office of Christian Formation will provide opportunities for growth and formation needed to assist in the implementation of the Norms, so that pastors and catechetical leaders may grow both in their own understanding and appreciation of the faith and in their skills for sharing it with others.** *Called To Be Disciples* will be implemented in a multi-year, multi-phased process, welcoming new growth during each phase.

These norms recognize that the whole parish shares the ministry of catechesis. They define the important roles of the parish, pastor, catechetical leader, catechists of adults, youth and children, and parents. The vision of this document is a holistic approach that brings together many individuals and ministries within a parish, working together for the effective catechesis of the whole parish.

The Diocese of Richmond is blessed with a wide diversity of parishes and people. The norms recognize the need for flexibility, given the variety of parish sizes and locations, cultural and linguistic diversity, and the various ways parishes are staffed (full time, part time, volunteer, etc.) They are intended to help parishes create climates where the Good News of Jesus Christ is handed on as competently and completely as possible, recognizing the gift of diversity.

How to use *Called To Be Disciples*.

The Office of Christian Formation recommends the following steps to enable these Norms to be implemented effectively. It is our intention that every pastor and catechetical leader take the time to follow these instructions to more fully understand the scope and requirements of the Norms.

Step One: Read through the Norms completely in order to understand the scope of Phase One. Note the two major sections:

1. **A detailed listing of the norms for Phase One.** This section not only lists the norms, but also cites Roman, National and Diocesan statements upon which the norms are based. Also included are “**Indicators**” which describe how the norm is evident in the life of the parish, *Commentary* which helps to further explain the norms, and a check list of the norms for Phase One appears at the end of this section.
2. **Multiple Appendices.** This section supplies a wide variety of resources to assist parishes. Included are terms such as samples of mission statements, position descriptions, growth plans, opportunities for personal growth offered by the OCF, a Parish Self-Assessment form, and the Parish Reporting Form. Review the Appendices frequently as you implement the Norms.

Step Two: Use the Parish Self-Assessment form in the Appendices to discover what is already in place in the parish that fulfills the requirements of the Norms.

Step Three: Use the Norms as a planning tool as you join the rest of the Diocese on its journey of ongoing catechetical development. In so doing, you will make concrete steps toward putting the Norms into practice (and so make progress toward fulfillment.)

Step Four: Use the Norms to determine what resources you need to undertake and/or sustain the journey to catechetical excellence.

Step Five: Refer to the Reporting Form to determine which areas to first emphasize. Focus attention on fulfilling the areas about which you will be required to report to the Diocese beginning **May 1, 2007**.

The OCF will be a partner with you in this process. We begin our partnership by offering you these thoughts:

- **Be reasonable!** Use the reporting form to determine the first goals for growth. When those are accomplished, set a reasonable growth plan beyond them taking into consideration your local, regional and diocesan resources.
- **Don't do it yourself!** Use the norms as a mirror. They are intended to assist all parishes in reflecting on their current status and for setting goals. Partner with

other parishes as you consider fulfilling both these requirements and your plans for increasing excellence. Don't forget to invite the OCF to help you work toward achieving growth toward excellence.

- **Get an attitude!** We've got Good News to share! Develop an attitude in which growth is the Norm and excellence is the goal!
- **Don't be overwhelmed by the task!** See what you are already doing. Make a plan. Work with others. Let the OCF help you. Together, we will make progress through practice!

PART I

Diocesan Catechetical Norms for Phase One—*Foundations*

Introduction. Phase One of the Norms focuses on the “foundations” or “infrastructure” upon which lifelong catechetical ministry is based. The focus is on personnel: pastors, catechetical leaders, and catechists. Individual Norms are based upon universal, national, and local catechetical documents that are cited throughout the document in sidebars. “Indicators” are also listed for each norm. Indicators describe how the norm is evident in the life of the parish. Reference is also made to the Reporting Form that is to be submitted to the OCF office to be used to indicate how the parish has fulfilled or is moving toward fulfillment of the Norm. Once the form is returned, the OCF will use it to acknowledge those parishes on the road to catechetical excellence and to become more responsive to parish needs.

The Office of Christian Formation pledges to be a companion with catechetical ministers to accomplish the definitive aim of catechesis which is “to put people not only in touch, but in communion and intimacy with Jesus Christ” (*GDC*, 80) by the thorough and continuous implementation of the Norms. The OCF will do this by providing individual assistance to parishes, suggesting resources and providing opportunities for the continued formation and training of catechetical leaders.

All the Norms are part of a diocesan vision for continuous conversion supported by lifelong faith formation. The sequence of listing is not an ordering of importance. The norms in Phase One are *foundational* and provide the basis for growth in excellence. Each parish should see these Norms as a roadmap with one purpose: catechetical growth and a striving for excellence in every parish in the Diocese of Richmond so that Christ may be known more intimately and disciples may emerge as a result.

A. Parish

All the people of God in the parish share the responsibility for the quality of lifelong catechesis because “The parish energizes the faithful to carry out Christ’s mission by providing spiritual, moral and material support for the regular and continuing catechetical development of the parishioners.” (NDC, pg. 254)

The Parish:

1. Has a written mission statement.

Indicator: The mission statement is utilized in parish publications and communications and is a consistent guide in parish life and planning. See Appendix for help in creating a mission statement.

2. Has a written mission statement for Faith Formation which echoes the parish mission but is unique to Faith Formation.

Indicator: The mission statement is utilized in catechetical planning and evaluation. See Appendix for help in creating a mission statement for Faith Formation.

3. Provides access to 30 hours annually of systematic lifelong faith formation for adults, youth, and children.

- **Commentary:** “Systematic faith formation” is defined as aligned with the liturgical year and/or organized by the six content areas specified in the *GDC* (nos. 85-86) and *Our Hearts Were Burning* (nos. 91-96), or the four “pillars” of the *Catechism of the Catholic Church*, or follows the scope and sequence of an approved publisher, and is inspired by the catechumenal model (*RCIA* no. 75). It also implies offerings are made available at regular intervals throughout the year. [**Key:** Catechesis should be planned rather than random.]
- “Lifelong” means that age appropriate catechesis respects and meets the diverse needs of parishioners who are on unique journeys of conversion and faith requiring varying methodologies and resources.

“The parish is, without doubt, the most important *locus* in which Christian community is formed and expressed. The parish is also the usual place in which the faith is born and in which it grows. It constitutes, therefore, a very adequate community space for the realization of the ministry of the word at once as teaching, education and life experience.”

General Directory for Catechesis, #257

“Like the diocese, every parish needs to develop a coherent catechetical plan that integrates the various components of the overall program and provides opportunities for all parishioners to hear the Gospel message, celebrate it in prayer and liturgy, and live it in their daily lives.”

National Directory for Catechesis page 255

“Catechesis based on different age groups is an essential task of the Christian community. Catechesis, therefore, is given by right on the basis of diverse and complementary age groups, on account of the needs and capacity of its recipients.”
GDC, #171

- “Provide the opportunity” means that the parish or cluster does not have to design and present all 30 hours of formation but may utilize opportunities in accessible parishes or clusters.
- “Recognized” is defined as approved and planned for by the staff of the parish or cluster or institution, the region, or the diocese; advertised by the parish; and evaluated by the participants, pastor or parish catechetical leader as beneficial.
- “30 hours” can be achieved through a combination of gathered and non-gathered activities spread throughout the year. No one event, such as a retreat, summer workshop, or Vacation Bible School should constitute the totality of 30 hours. All should avoid viewing the 30 hour norm as a minimum to aim for!

Indicators: The parish provides opportunities that

- a) are diverse (i.e., gathered events such as classes grouped by age or development, intergenerational events, prayer and scripture study groups, service events with preparation and reflection, retreats, Vacation Bible School, and non-gathered events such as home-study and online courses);
- b) are age-appropriate for adults, youth and children;
- c) address the fundamental tasks of catechesis: knowledge of the faith, liturgical life, moral formation, prayer, communal life, missionary spirit (OHWB, 91-96).

4. Has a designated catechetical leader other than the pastor.

Commentary: What about clusters? Small parishes? The intent of the norm is that every parish community, whether clustered or not, should have a designated person as a point of contact and organization for parish catechesis. The level of responsibility of the designated leader will vary from parish to parish.

In the Diocese of Richmond, parishes are expected to designate a trained catechetical leader(s) regardless of parish size, or to share the services of a trained leader with other parishes. See Appendix for sample position descriptions and formation/training requirements for designations as Catechetical Leaders, Coordinators, or Directors.

“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 someone in the process of becoming qualified and competent, or to share those services with another parish.” *NDC, pg. 224.*

Indicator: The Office of Christian Formation has the name and contact information for all those holding catechetical leadership positions in the parish.

5. Shows due diligence in following diocesan policies for Safe Environment, legal, and liability issues.

Commentary: Due diligence is defined as “the care that a prudent person might be expected to exercise in the examination and evaluation of risks affecting a business transaction.” *Merriam-Webster’s Dictionary of Law*, 1996.

Indicators:

- a) VIRTUS participation is verified either by the parish/cluster administrator or the Office of Human Resource records;
- b) The parish complies with diocesan policies established in *Diocesan Safe Environment Regulations and Policies and Guidelines for the Safety and Protection of Minors*.
- c) Background checks are secured for all employees and volunteers that work regularly with minors;
- d) The parish has a record-keeping system that demonstrates due diligence in Safe Environment issues;
- e) Diocesan standards for insurance, risk management, and safety at ministry sites, including emergency plans, are followed.

Information on safe environment is readily available on the Diocesan web site, employee extranet or by contacting the Office of Human Resources.

6. Is aware of its multicultural composition and the needs and cultural practices of the various groups within the parish.

Commentary: In the Diocese of Richmond, we are blessed with diversity. That blessing calls for inculturating the faith. “In the inculturation of the faith, catechesis has several specific tasks... to use the language and culture of the people as a foundation to express the common faith of the Church.” (*NDC*, pg. 65)

Indicator: The parish formation program responds to the specific cultural and linguistic needs of ethnic groups of significant numbers in the parish.

“Adaptation takes account of diverse circumstances. Adaptation is realized in accordance with the diverse circumstances in which the word of God is transmitted. These are determined by ‘differences of culture, age, spiritual maturity and social and ecclesial conditions amongst all of those to whom it is addressed.’ Much careful attention shall be given to them.” *GDC # 170*

7. Follows national and diocesan policies and guidelines for preparation and celebration of the sacraments.

Indicators:

a) The parish has implemented Church policies and guidelines in the *National Directory for Catechesis* issued in May, 2005, and the *Rite of Christian Initiation of Adults* (1988) “The baptismal catechumenate is a vital component in the organization of catechesis in the parish. Because it provides a gradual process for new members to be initiated into the faith, it should be the cornerstone of the parish catechetical plan.” (NDC, pg. 265);

b) The parish has implemented diocesan policies and guidelines in *Called to Faith* and *Welcoming the Already Baptized*.

Commentary: Further attention to sacramental policies will be forthcoming in Phase Three of the Norms. See the letter concerning celebration of first Reconciliation and first Eucharist from Bishop DiLorenzo dated June 29, 2005 in the Appendix.

8. The parish submits an annual report on compliance with the Catechetical Norms to the Office of Christian Formation.

Indicator: Current compliance report is on file in the Office of Christian Formation. Forms are to be submitted annually to the Office of Christian Formation beginning May 1 and all submissions are to be completed by June 30 of each year.

“Pastors of souls and other members of the Christian faithful, according to their respective ecclesiastical function, have the duty to take care that those who seek the sacraments are prepared to receive them by proper evangelization and catechetical instruction, attentive to the norms issued by competent authority.”

Code of Canon Law, no. 843§2”

B. The Pastor/Pastoral Coordinator

While the parish as a whole is responsible for lifelong catechesis, the pastor has a critical role for he serves as the chief catechist within the parish. “Priests are absolutely essential contributors to an effective catechetical program. Their zealous leadership is essential to parish catechesis.” (NDC, pg. 222) Listed below are the *foundational* responsibilities of the pastor/pastoral coordinator.

The Pastor/Pastoral Coordinator:

1. Promotes the importance of catechesis as an essential ministry of the parish.

Indicators: The pastor/pastoral coordinator emphasizes lifelong faith formation in:

- a) preaching;
- b) liturgical celebration (utilizes Catechetical Sunday or other opportunities for the designation and commissioning of leaders and catechists);
- c) parish planning;
- d) bulletin and other communications; and
- e) personal growth (keeps updated on catechetical issues).

2. Confers regularly with the catechetical leader(s) to monitor the various catechetical aspects of the parish.

Indicator:

- a) The pastor/pastoral coordinator meets individually with the catechetical leader(s) to plan and evaluate catechetical activities and/or;
- b) regularly includes catechetical issues on the agenda of staff meetings.

3. Uses a standard letter of appointment when hiring and/or appointing a new catechetical leader.

Indicator: After consulting with the Office of Christian Formation and the Office of Human Resources to prepare for and complete a search and appointment, the pastor/pastoral coordinator signs a letter of appointment which is on file at the parish. See Appendix for sample of letter of appointment.

“It is a proper and grave duty especially of pastors of souls to take care of the catechesis of the Christian people so that the living faith of the faithful becomes manifest and active through doctrinal instruction and the experience of Christian life.”

CIC, no. 773

“Pastors are the Bishop’s closest collaborators in ensuring that the goals of the diocesan catechetical mission are achieved.”
NDC, pg.220

“The catechetical tasks proper to the presbyterate and particularly to parish priests are : to care for the *basic orientation of catechesis* and its planning by giving emphasis to active participation of catechists and by insisting that catechesis be ‘well structured and oriented.’”
GDC, #225

“The pastor has the primary responsibility to ensure that the catechetical needs, goals and priorities of the parish are identified, articulated and met. In parishes with no resident pastor, pastoral administrators have the same obligation.”
NDC, pg. 221

4. Collaborates with the catechetical leader(s) to develop position descriptions that accurately and realistically list the duties and responsibilities, hours per week, qualifications, etc., for the leader.

Indicator: The position description of the catechetical leader(s) is on file in the parish and with the Office of Christian Formation.

5. Conducts an annual review of the catechetical leader(s) and develops a growth plan based on the position description (following recommended diocesan processes.)

Indicators:

- a) The annual review of the catechetical leader(s) is on file in the parish;
- b) The date of completion of the annual review for all catechetical leaders is listed on the annual Reporting Form and is on file in the Office of Christian Formation;
- c) A growth plan (including long-range and short-range goals) is on file in the parish;
- d) The parish/pastor provides support and resources to enable the catechetical leader to achieve the goals of the growth plan;
- e) Progress toward goals is monitored by the pastor.

Commentary: OCF will use the professional development information reported from growth plans to offer programs that will, where possible, assist Parish Catechetical Leaders in achieving their growth goals.

“In accord with diocesan policies, pastors who employ parish catechetical leaders should formulate a clear and specific agreement with them that lists the responsibilities of the position and elements of equitable compensation.”
NDC, pg. 225

C. The Catechetical Leader

Along with the pastor, the designated catechetical leader has specific responsibilities for the lifelong faith formation programs and processes in the parish. The following are *foundational* norms and actions that will enable the catechetical leader to function with competence and confidence.

“The single most critical factor in an effective parish catechetical program is the leadership of a professionally trained parish catechetical leader.”
NDC, pg. 224

The Catechetical Leader:

- 1. Has a letter of appointment and position description that accurately and realistically lists duties and responsibilities, hours per week, qualifications, etc.**

Indicator: The letter of appointment is on file in the parish and the position description is on file in the parish and in the Office of Christian Formation.

Commentary: For assistance in creating these documents, contact the Office of Human Resources and/or the OCF. See Appendix for sample position descriptions and letter of appointment.

- 2. Has completed or is in the process of completing the requirements for recognition as a trained Leader, Coordinator or Director.**

Commentary: Titles of a position should reflect both the responsibilities of the position and the qualifications needed to fulfill the responsibilities. In addition to the systematic programs of formation offered by the Church and diocese, qualifications can be based partly on “equivalency” from life experience or education in fields specifically related to catechesis and religious education (e.g., general education, the “helping professions,” transferable skills such as organization and leadership, etc.), the recommendations of others who know the scope of the catechetical profession, and observation of the candidate in the catechetical ministry.

“The functions of such positions vary from parish to parish, but parish catechetical leaders are not simply administrators or pastoral ministers. The need for systematic training and study should not be minimized.”
NDC, pg. 226

Who decides equivalency? Agreement should be reached through dialogue between the pastor, the catechetical leader, and the Director of the Office of Christian Formation (and the Office of Human

Resources if needed). In addition to previous study and experience, equivalency can be granted based on the content and integrity of a growth plan, i.e., the leader recognizes growth areas that are needed to reach stated qualifications.

Process: The pastor and the catechetical leader review the sample position descriptions in the Appendix and decide which position description best coincides with the leader's current duties and qualifications, contacting the Director of Christian Formation for clarification. Upon receipt of the Reporting Form, the Director of Christian Formation confirms, clarifies or converses if necessary. Decisions on title, duties, and qualifications should be made when a position is established and reviewed during the annual appraisal. Requirements are indicated in sample position descriptions for Leader, Coordinator, and Director in the Appendix.

Indicator: A report on training requirements completed or being completed is on file in the parish and is made available to the OCF.

3. Participates in an annual review process with the pastor/pastoral coordinator resulting in an annual growth plan.

Indicators:

- a) The annual review is on file in the parish;
- b) The date of completion of the annual review is listed on the Annual Reporting Form and submitted to the Office of Christian Formation. See Appendix for guidelines for conducting an annual review.
- c) The growth plan is on file in the parish.

4. Has completed PATHWAYS certification at parish and senior levels.

Indicators:

- a) The catechetical leader has participated in a PATHWAYS Orientation session;
- b) PATHWAYS certification is on file in the OCF.

Commentary: What about experienced (3 or more years) catechetical leaders at the Coordinator or Director level who have never completed the PATHWAYS certification? Do they have to complete PATHWAYS? A Catechetical Leader Response Form

for PATHWAYS Certification which will require Coordinators or Directors who have not been certified to verify that they are totally familiar with PATHWAYS materials, videos, workbooks, and the online process and can guide their catechists through the materials and process. (See Appendix for this form.)

N.B. New Norm In Policy Edition

5. Registers all catechists for participation in PATHWAYS certification.

Commentary: Bishop DiLorenzo has mandated that all catechists in the Catholic Diocese of Richmond be either certified through PATHWAYS or working toward certification. It is the responsibility of the parish, pastor, and catechetical leader to provide the necessary opportunities and resources for catechists to achieve certification. The Norms Reporting Form (see appendices) asks for the pastor and catechetical leader to provide the numbers of catechists in each category (adult, youth, children) and the numbers of those certified and in process in the current year. Please note that ALL catechists are to be registered to participate in PATHWAYS when they undertake the ministry of catechist. OCF database records will enable the office to see which catechists have fulfilled the requirement of certification. OCF will follow-up with those parishes who do not meet the Bishop's intention of full participation in the PATHWAYS process.

6. Develops and implements a plan to assist all catechists in reaching PATHWAYS certification within the requisite time limits.

Commentary: Who is a catechist and thus needs certification? What about catechists with years of experience? How long does it take to complete PATHWAYS? Catechists include, but are not limited to home-schooling parents, Whole Community Catechesis leaders, RCIA and Adult Faith Formation leaders, sacramental preparation teams, and scripture study leaders, as well as those who work with children, youth and adults in the more traditional formation programs. See Section D, no. 3 for complete norm on catechist certification.

“To ensure the working of the catechetical ministry in the local Church, it is fundamental to have adequate pastoral care of catechists...[This includes] to organize adequately the *formation of catechists*, both in relation to basic training and continuing formation.”
GDC # 233 and NDC pg. 225)

Youth Group leaders should also be certified at the Parish level. In general, those whose regular ministry is handing on the faith as part of the parish sponsored catechetical programming are to be certified. Persons who serve as catechists on a less than regular basis should complete the Parish level of PATHWAYS and submit their Self-Evaluation Guide to a diocesan reader. As part of their ongoing growth plan, they should also complete the theology modules from the Senior level that apply to their ministries. The Senior level of PATHWAYS, which includes theology modules, is under development. Leaders should call OCF for clarification regarding unique situations.

Experienced catechists, including those who have been certified in another diocese, should be certified through the PATHWAYS process. Leaders should be creative and encourage experienced catechists to help those less experienced through the PATHWAYS process, perhaps as mentors. Some of the catechists who participated in the pilot PATHWAYS groups had previous certifications from other dioceses. They found PATHWAYS to be most helpful and grew in their understanding of catechesis.

Catechists who participated in the PATHWAYS Parish level pilot project indicated that it took an *average* of 13 hours to complete the children's component, 14 hours for the youth component, and 11 hours for the adult component. The average will vary depending on the catechist's reading speed, time spent on personal and group reflection, and completion of the Self-Evaluation Guide.

Indicators: The leader

- a) conducts group and individual orientations for catechists on the use of PATHWAYS;
- b) sets goals for numbers of catechists to complete PATHWAYS certification at parish and senior level in specific time frames;
- c) monitors rate of completion of PATHWAYS among catechists.

7. Insures that a record keeping system is in place to monitor participation of catechists and volunteers working with youth and children in the VIRTUS process and background checks as required by Safe-Environment policy.

Commentary: The catechetical leader is not, by definition, the designated record keeper or “Local VIRTUS Administrator” for the parish. This work can be done by someone else as long as the catechetical leader has access to the records.

Indicator: Verification of participation in VIRTUS and background checks is readily accessible to catechetical leader and auditors.

8. Conducts an individual or group interview with potential catechists.

Commentary: This interview process is a part of due diligence in implementing the diocesan Safe Environment program and serves in part to explain the basic expectations for being a catechist. Basic expectations for being a catechist include a) being a person of faith; b) having a desire to develop an understanding of how adults, youth, and/or children grow in faith; c) completing VIRTUS training and a background check if working with children or youth; d) maintaining status as a fully-initiated Catholic in good standing; e) completing PATHWAYS Parish and Senior level certification within four years; and f) providing necessary personal data for communication purposes.

While the initial interview with a potential catechist is a necessity and a great opportunity for setting expectations, it may become a very big burden in large parishes with large numbers of catechists. In such situations can the catechetical leader delegate someone else to do the interviews?

Delegation of this responsibility to someone other than the pastor or the catechetical leader would have to take place with the consent of those to be interviewed because they waive the inherent privacy that comes with the other two interviewing. Those to whom this responsibility is being delegated should have the following attributes:

- a) An understanding of why the interview is important for safe environment and for the quality of catechesis, a belief in the reasons for the interview, and consequently can transmit a positive and enthusiastic attitude;
- b) have the ability to maintain confidentiality;
- c) have a familiarity with the ministry of catechesis;
- d) have some basic training in interviewing (individual and group).

Indicator: A record of the interview date and data are on file in the parish. See Appendix for a sample of the interview process and an interview form.

9. Possesses basic skills for utilization of technology for communication and for catechesis.

Indicators: The leader utilizes technology for communication which minimally includes:

- a) sending and receiving emails and opening attachments
- b) creating, saving and opening documents in Microsoft Word;
- c) accessing internet websites and downloading information and documents.

The leader utilizes technology for catechesis which includes but is not limited to use of TV/VCR, CD, DVD, PowerPoint or other computer assisted presentation technology.

D. The Catechist

Catechists directly share faith with others in the parish. With the pastor and the designated leader, catechists form the parish team committed to deepening parishioners' understanding and experience of Christ and the Church. The following are the *foundational* requirements to be a catechist in the Catholic Diocese of Richmond.

The Catechist:

1. Is a fully-initiated Catholic in good standing.

Commentary: What is the catechetical leader required to do to determine this?

Background from the NDC: “Catechists need to be practicing Catholics who participate fully in the communal worship and life of the Church and who have been prepared for their apostolate by appropriate catechetical training (p.229)”. Full participation in communal worship and life of the Church means that the catechist is fully initiated and in a sacramental marriage.

What are ways to handle verification of this “ecclesial status?” One way is that the question is asked on the volunteer application form and the individual is asked to verify and sign. Other ways include

- a. Ask in an interview: Make individual pastoral judgments after stories are told. For example, someone waiting on an annulment may be treated differently than one who is not ever intending to get an annulment; or a non-Catholic spouse who is assisting a lead catechist in a gathering is a different application of this norm.
- b. Extensive written questionnaire that covers all the provisions listed above specifically and then the catechetical leader or the pastor follows up with pastoral care and assistance in the areas the person identifies.

Indicator: The Catechist

- a) is a registered member of the parish;
- b) participates in the sacramental life of the parish.

“The apostolic work of the catechist springs from the sacrament of Baptism through which all believers come to share in the prophetic ministry of Christ and the evangelizing mission of the Church...The call to the ministry of catechist is a vocation, an interior call, the voice of the Holy Spirit...Like all the faithful, catechists are called to holiness.
NDC, pg. 228

2. Has completed background checks and VIRTUS in-service regarding Safe Environment.

Indicators: The parish and Office of Human Resources have verification on file of background checks and VIRTUS in-service.

3. Has completed the Parish level of PATHWAYS certification within two years after becoming a catechist, and the Senior level of PATHWAYS certification within two years after achieving Parish level certification.

Indicator: The status of the catechist's certification is known and recorded by the catechetical leader.

Commentary: Exemptions to this requirement will be considered on an individual basis by the catechetical leader in consultation with the Office of Christian Formation.

“All of these tasks are born of the conviction that the quality of any form of pastoral activity is placed at risk if it does not rely on truly competent and trained personnel. ... Thus adequate *formation of catechists* cannot be overlooked by concerns such as the updating of texts and the reorganization of catechesis.”
GDC # 234 and NDC, pg. 229

Checklist of Norms for Phase One

A. Parish

1. Has a written mission statement.
2. Has a written mission statement for Faith Formation that echoes the parish mission but is unique to Faith Formation.
3. Provides access to systematic faith formation for adults, youth and children.
4. Has a designated catechetical leader other than the pastor.
5. Shows due diligence in following diocesan policies for Safe Environment, legal, and liability issues.
6. Is aware of its multicultural composition and the needs and cultural practices of the various groups within the parish.
7. Follows national and diocesan policies and guidelines for preparation and celebration of the sacraments.
8. Submits an annual report on compliance with the Catechetical Norms to the Office of Christian Formation.

B. Pastor/Pastoral Coordinator

1. Promotes the importance of catechesis as an essential ministry of the parish.
2. Confers regularly with the catechetical leader(s) to monitor the various catechetical aspects of the parish.
3. Uses a standard letter of appointment when hiring and/or appointing a new catechetical leader.
4. Collaborates with the catechetical leader(s) to develop and approve position descriptions, which accurately and realistically list duties and responsibilities, hours per week, qualifications, etc., for catechetical leader(s).
5. Conducts an annual review of catechetical leader(s) and develops a growth plan based on the position description.

C. Catechetical Leader

1. Has a letter of appointment and position description that accurately and realistically lists duties and responsibilities, hours per week, qualifications, etc.

2. Has completed or is in the process of completing the requirements for recognition as a trained Leader, Coordinator or Director.
3. Participates in an annual review process with the pastor/pastoral coordinator resulting in an annual growth plan.
4. Has completed PATHWAYS certification at parish and senior level.
5. Registers all catechists for participation in PATHWAYS certification.
6. Develops and implements a plan to assist all catechists in reaching PATHWAYS certification within the requisite time limits.
7. Insures that a record keeping system is in place to monitor participation of catechists and volunteers working with youth and children in the VIRTUS process and background checks as required by Safe-Environment policy.
8. Conducts an individual or group interview with potential catechists.
9. Possesses basic skills for utilization of technology for communication and for catechesis.

D. Catechist

1. Is a fully initiated Catholic in good standing.
2. Has completed background checks and VIRTUS in-service regarding Safe Environment.
3. Has completed the Parish level of PATHWAYS certification within two years after becoming a catechist and the Senior level of PATHWAYS certification within two years after achieving Parish level certification.

PART II

Catechetical Issues Addressed in Phase Two

The norms presented in Phase One provide a solid foundation for parish catechetical ministry. For catechetical ministry to take root and flourish, other aspects of the ministry must be incorporated into parish life. The Norms for the following aspects of catechesis will be detailed in Phase Two and added to *Called to be Disciples*.

A. Presentation of the Christian Message (Curriculum)

Initiatory Catechesis: Focuses on conversion to Christ culminating in the sacraments of initiation. (NDC pp. 57 and 75-76)

Ongoing Catechesis: Deepens the faith experienced in initiatory catechesis. (NDC pp. 58-59 and 158)

Both Initiatory and Ongoing Catechesis are characterized by and based upon

- The catechumenal model (NDC p. 115ff)
- Planning. (NDC pp. 246-247)
- A systematic presentation of the faith (NDC p. 114)
- Adults as their primary focus (NDC p. 187)
- Primary materials approved by the Church (NDC p. 283)
- Diverse methodologies (in accord with the *National Directory* and *Our Hearts Were Burning*, i.e., includes inductive and deductive, experiential and rational, apprenticeship, community, memorization, etc. (NDC pp.95-105)
- A developmentally appropriate design (respecting stages of faith development as well as intellectual and emotional development) (NDC pp. 187-210)

B. Parents

The parish

- Supports parents in their vocation as parents
- Designs adult catechesis especially for parents (NDC p. 235);

- Supports parenting in the many forms it takes within the parish, i.e., nuclear families, single parents, blended families, grandparenting, etc. (NDC pp. 36-39)
- Partners with parents to assist in raising children in the ways of the faith (NDC pp. 234-235)

Parents

- Model Catholic sacramental living (NDC p. 126-127)
- Partner with the parish to hand on the faith to children and youth (NDC p. 235)
- Assume the primary responsibility in the area of human sexuality. (NDC p. 178)
- Who home school, follow the policies of the diocese and the parish in providing catechesis for their children (NDC pp. 259-260)

- C. Christian Formation Committees** (NDC p. 255)
- Parishes/Clusters have Christian Formation Committees
 - To be developed: 1) tools for developing and supporting CF Committees; 2) relationships to pastor, catechetical leader, parish.
- D. Justice in the Workplace** (in collaboration with Human Resources) (NDC p. 255)
- Compensation Philosophy is implemented for employees.
 - To be developed: 1) Salary Scales; 2) “Tiering” of responsibilities and relating to salaries.
- E. Safe Environment** (in collaboration with Risk Management)
- Safe Environment includes policies and processes for emergencies (accidents, fire, lockdown, etc.)

PART III

Catechetical Issues to be Addressed in Phase Three

The norms presented in Phase One and Phase Two provide a solid foundation for parish catechetical ministry. Norms for the following aspects will be developed and detailed in Phase Three and added to the norms already developed and detailed in Phases One and Two.

- Church's Vision of Adult Faith Formation as the center of catechetical ministry
- Planning and evaluation
 - Budgeting for adequate resources and facilities
 - Program evaluation
 - Strategic Planning
- Revision of Diocesan Sacramental Guidelines

PART IV

Catechetical Issues Requiring Further Discussion and Research

The following aspects of catechetical ministry need further discussion, development, and research before norms are formulated and added to the norms already developed and detailed in Phases One, Two and Three.

- Parish Accreditation
- Catechesis for those with disabilities (mental, physical, emotional)
- Policies, procedures and preferences for managing volunteers from a legal perspective
- The use of a Professional Agreement when a catechetical leader is hired

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May 1, 2007

*Called to Be Disciples:
Catechetical Norms for the Diocese of Richmond*

Phase I Reporting Form

One Reporting Form should be submitted per parish. The pastor and catechetical leader(s) should consult before submitting this form to the Office of Christian Formation (OCF). Use the following scale to best describe your parish situation in regards to Phase I of the diocesan Catechetical Norms; please supply requested information and documents. (Items with an * are those that are most important for OCF use. Information from these items will help the OCF be better aware of the status of catechesis in parishes and improve our assistance to parishes.)

1	2	3	4
Poor	Needs Improvement	Good	Excellent

Section A – Parish

- _____ 1. Parish Christian Formation Program is guided by a Mission Statement.
- _____ 2. Systematic Faith Formation is offered for: (Use scale for each area.)
 _____Adults _____Youth _____Children
- _____ 3. The multicultural composition of the parish is understood and needs are met.
- _____ 4. Preparation for the Sacraments follows national and diocesan guidelines.
- _____ 5.* Designated Catechetical Leader(s) (Refer to Appendix for appropriate titles.)
- | | | | | |
|-------|-------|--------------------|-----------------|------------|
| | Name | Title (circle one) | Status (circle) | Hours/week |
| _____ | _____ | Leader, Coord, Dir | Paid/Vol. | _____ |
| _____ | _____ | Leader, Coord, Dir | Paid/Vol | _____ |
- _____ 6. Growth area(s) for parish in the coming year: _____

Section B – Pastor/Pastoral Coordinator (to be completed by pastor or pastoral coordinator)

- _____ 1. Pastor emphasizes and promotes lifelong faith formation in parish.
- _____ 2. Pastor confers regularly with the Catechetical Leader(s).
- _____ 3. Pastor conducts annual review of Catechetical Leader(s) and develops Growth Plan(s):
- a. Date of most recent review: _____Next Review _____
- b. Date of most recent review: _____Next Review _____
- _____ 4. Growth area(s) for pastor in the coming year: _____

Section C – Catechetical Leader(s) (attach multiple response if appropriate)

- _____ 1. Position Description(s) is accurate and realistic.
- _____ 2.* Position Description(s) on file with OCF: _____Yes _____No (If no, send a copy with this form.)
- _____ 3. Title(s): (based on sample position descriptions in Appendix of Norms) (check one): _____ Leader _____ Coordinator _____ Director
- _____ 4.* Target area for Growth Plan for coming year: (list general area, do not submit confidential or remedial plan) _____

1	2	3	4
Poor	Needs Improvement	Good	Excellent

- 5.* PATHWAYS certification (self)
 For "Leader": date of PATHWAYS Parish Level certification _____
 For "Coordinator" or "Director": date of PATHWAYS certification _____
 or submit Leader's Response Form (attached).
- 6.* PATHWAYS implementation for parish catechists.
- a. Total number of parish catechists for ___ adults, ___ youth, ___ children.
 - b. Number of catechists registered for PATHWAYS: _____
 - c. Number of catechists already completed PATHWAYS in current year:
 ___ Parish ___ Senior
 - d. Number of catechists expected to complete PATHWAYS by June 30, 2007
 ___ Parish ___ Senior
- ____ 7. Indicate general level of utilization of technology in your parish program
8. Do you have access to a computer for your use of the PATHWAYS CD?
 ___ Yes ___ No

Section D – The Catechist

1. Catechists are fully initiated Catholics in good standing (check one)
 ___ All ___ Most ___ Some
2. Catechists have had background checks and completed Virtus (check one)
 ___ All ___ Most ___ Some

Parish: _____ City: _____

Signatures: _____
Pastor Catechetical Leader(s)

Email of Pastor: _____ Email of Cat. Leader: _____
 Phone of Cat. Leader: _____

Send after May 1 but before July 1, 2007 to: Dennis Beeman
 Director of Christian Formation
 811 Cathedral Place
 Richmond, VA 23220

Parish Self-Assessment Form

Based on Categories of Diocesan Catechetical Norms

Section A - The Parish

1. **Mission Statement.** Briefly describe how the parish mission statement is utilized. (Check here if parish currently has no mission statement: _____)

2. **Mission Statement for Christian Formation.** Briefly describe how the mission statement for Christian Formation is utilized. (Check here if parish currently has no mission statement for Christian Formation: _____)

3. **Systematic Lifelong Faith Formation for Adults, Youth, and Children.** Briefly describe what systematic faith formation opportunities the parish provides and indicate approximate hours (____) if appropriate:

Adults: Circle if offered: scripture study/sharing (____), Whole Community (____), retreat, bulletin resources, lecture (____), prayer group, sacramental preparation (____), service (with reflection) (____). List other opportunities or unique aspects of program: _____

Youth: Circle if offered: Classroom (____), retreat, service (with reflection), intergenerational (____), home schooling (____), Vacation Bible School (VBS) (____). List other opportunities or unique aspects of program:

Children: Circle if offered: Classroom (___), retreat, service (with reflection) (___), intergenerational (___), home schooling (___), VBS. List other opportunities or unique aspects of program:

Indicate in what fundamental tasks of catechesis the parish is successful (S), or needs improvement (N)? ___ Knowledge of the Faith; ___ Liturgical Life; ___ Moral Formation; ___ Prayer; ___ Communal Life; ___ Mission.

- 4. Designated Catechetical Leader.** Supply the information requested for the Parish's designated catechetical leader(s):

Name	Title (circle)	Email/Phone	Status (circle)	Hours
_____	Leader, Coord, Dir	_____	Paid/Vol.	_____
_____	Leader, Coord, Dir	_____	Paid/Vol.	_____
_____	Leader, Coord, Dir	_____	Paid/Vol.	_____

- 5. Safe Environment.** Indicate parish compliance with diocesan Safe-Environment policies.

a.	VIRTUS Participation.	___ Yes	___ No	___ In Process
b.	Safety and Protection Of Minors	___ Yes	___ No	___ In Process
c.	Background Checks	___ Yes	___ No	___ In Process
d.	Record-Keeping	___ Yes	___ No	___ In Process
e.	Risk Management	___ Yes	___ No	___ In Process

Explain any items checked as "in process." _____

Parish VIRTUS coordinator/administrator: _____

Name	Email
------	-------

- 6. Multicultural Composition and Needs.** Indicate the multicultural composition of the parish and how specific cultural and language needs of groups with significant numbers are met: _____

7. Preparation and Celebration of the Sacraments.

List the person primarily responsible for preparation and celebration of the following sacraments:

Baptism: _____

First Eucharist: _____

Confirmation: _____

First Reconciliation: _____

Marriage: _____

RCIA, RCIC: _____

8. Annual Compliance with Catechetical Norms. Indicate the date when the Reporting Forms were submitted for the current year.

Date most recent forms submitted: _____

PARISH Self-Assessment Form for Catechetical Norms

Section B - The Pastor/Pastoral Coordinator

1. Promotes Importance of Catechesis. Briefly describe how you emphasize lifelong faith formation in

a. Preaching: _____

b. Liturgical Celebrations: _____

c. Parish Planning: _____

d. Bulletin and Other Communication: _____

e. Personal Growth (Keeping updated on catechetical issues): _____

2. Confers regularly with Catechetical Leader(s). Briefly describe the regularity and setting (private, staff agenda, both) of communication with the catechetical leader(s) of the parish. _____

3. Letter of Appointment. Verify that current catechetical leader(s) has a standard letter of appointment on file in the parish that includes essential expectations (salary, hours, working conditions, rights, benefits, etc.)

Leader(s)

Current letter date

If not, anticipated date

a. _____

b. _____

4. Position Description. Verify the status of the position description of leader(s).

	Date last updated	On file with OCF
a.	_____	Yes/No
b.	_____	Yes/No

Send an electronic or hard copy of the position description to the OCF.

5. Annual Review and Growth Plan. Verify the status of annual review and growth plan of the catechetical leader.

	Date of most recent Review	On file in Parish	Next Review
a.	_____	Yes/No	_____
b.	_____	Yes/No	_____

Target area(s) for Growth Plan of Catechetical Leader(s) and process for achieving.

Designate the area(s) in which the growth plan centers: Personal and Spiritual Maturity; Lay Ministry Identity; Catholic Theology; Pastoral Praxis; Professional Practice.

Send this area to the OCF so that they can support the leader with their offerings.

Parish Self-Assessment Form for Catechetical Norms

Section C - The Catechetical Leader

1. Letter of Appointment and Position Description. Verify the status of your letter of appointment and position description.

- a. Date of Letter of Appointment (or anticipated): _____
- b. Date Position Description last updated: _____
- c. Letter of Appointment on file in parish: Yes/No
- d. Position Description on file with OCF: Yes/No
- e. Position Description accurately and realistically lists duties and responsibilities, hours per week, qualifications, etc.: Yes/No

Comments: _____

2. Requirements for recognition as a trained Leader, Coordinator or Director
After reviewing the sample position descriptions in the Appendix for Leader, Coordinator, and Director, indicate which title best coincides with your duties, responsibilities, and qualifications: ___ Leader; ___ Coordinator; ___ Director.

Complete the following statement regarding your qualifications: "I have been given the title of Leader/Coordinator/Director because I have completed or am in the process of completing.....: _____

(Refer to qualifications listed in sample position descriptions)

d. Number of catechists who have already completed PATHWAYS levels:
Parish _____ Senior _____ Master _____

6. System of record keeping. Briefly describe the recordkeeping process in the parish for VIRTUS and background checks:

7. Interview with Potential Catechists. Briefly describe the personal and/or group interviews that you conduct with potential catechists to explain Safe Environment requirements and the expectations of catechists

8. Utilization of technology for communication and catechesis. Describe your utilization of various types of technology for communication and for catechetical processes (email, documents, web sites, A/Vs used in catechetical processes).

PARISH Self-Assessment Form for Catechetical Norms

Section D – The Catechist

- 1. Fully initiated Catholic in good standing.** Describe your verification process that catechists are registered members of the parish and participate in the sacramental life of the parish. (Examples : catechist signs an agreement/covenant during interview indicating such; verbal verification during interview)

- 2. Background checks and VIRTUS.** Describe the status of your catechists in regard to background checks and VIRTUS training.

- 3. Completion of PATHWAYS certification.**
(Information contained in response to Section C, number 5)

(Appendices on the following pages correspond to sections of the Parish Assessment Form on pages 39-47)

Appendix A1

What is a parish mission statement?

A parish mission statement is a written, easy-to-remember statement, short list of items or brief paragraph that illustrates what part of the reign of God a parish seeks to create. Every parish is just one part of the Body of Christ we call the universal Church and so every parish is called by God to fulfill its part of the mission begun by Jesus Christ. The parish mission statement reflects what part of the Body its members have discerned God has called them to be. The mission statement then identifies the parish to its parishioners as well as to the surrounding community and serves as a guide for decision-making.

From the business world, here are some sample mission statements:

Disney: “To make people happy”

3M: “To solve unsolved problems innovatively”

Boeing: “To push the leading edge of aviation, taking huge challenges doing what others cannot do”

From the Office of Christian Formation: The Office of Christian Formation participates in the evangelizing mission of the Catholic Diocese of Richmond by developing, supporting and connecting those responsible for catechetical ministry.

Writing a parish mission statement can help a pastor and parishioners focus on their common goal and provide benchmarks that let all see the reign of God being built.

Steps in Writing a Parish Mission Statement

1. Gather as many people as you can to participate in this endeavor. This may mean devoting time in several already scheduled meetings (committees, faith formation, music ministry, youth groups) as well as scheduling some gathering for parishioners who are not currently connected to these activities. The point of these initial gatherings is to gather as many points of view as you can, even if they are redundant. During these gatherings:
2. Define the parish. Think carefully about the role it plays within the lives of parishioners, in the local community and in the universal church.
3. State those things to which the parish is committed. Be as specific as possible. Faith formation, outreach, supporting families, connecting with other faiths, quality liturgy. Be honest about that to which the parish demonstrates commitment, rather than to that which participants think the parish OUGHT to demonstrate commitment.
4. Listen to members of the parish as well as to community members and members of the Diocesan church. What do they value about your parish? For what are you

- known? Why do parishioners belong? Why do parishioners support or not support the parish? How does the neighboring community view the parish?
5. After these listening sessions, set up a small committee to go through the responses and collate them. Put like responses together. Pray with the responses for the wisdom and understanding of the Holy Spirit to be yours. What has the Spirit pointed out to you are the charisms of your community?
 6. From the small community, if possible, select one person to attempt to write various mission statements based upon the work done so far. If there is not someone within the committee, find someone either in the parish or even outside it, who can take the input and write some statements.
 7. While the writing is taking place, the committee should continue to pray with the responses, attempting to discern what the Spirit may be saying through them about a future direction. What has the Spirit said and how does it affirm or challenge the self-perception with which you went into the process? Where is there a call to grow? How does that call to grow get reflected in the mission statement? Or does it?
 8. Several potential mission statements are brought back to the committee. Time is spent playing with words and ideas, trying, in the context of the Spirit's wisdom, to capture a mission statement that will energize and direct the parish. This may take several meetings.
 9. Members of the committee send their choice(s) to the pastor and other leadership. In collaboration, a choice of a mission statement is made.
 10. Publicize the statement for the entire parish. See that it is posted in various places in the parish, that it is in the bulletin on a regular basis and that it is part of evaluation and planning sessions.

Remember, a mission statement focuses on who you are as a parish now, what specific works you are engaged in and for what service to the reign of God you are known.

Appendix A2

Mission Statements for Christian Formation

Focus on the parish mission statement's categories of :

- 1) What specific work within Christian Formation are you currently doing?
- 2) For what service to the reign of God within the area of formation do you wish to be known?

Develop a mission statement that echoes that of the parish but is specific to Christian Formation. For example, if the parish's mission statement is to proclaim, celebrate and serve, then the mission statement for Christian Formation might be "to provide opportunities for all age groups within the parish to learn how to proclaim the Good News, celebrate our sacramental life in Christ and live as disciples in the world."

Appendix A3

Catechetical Program Planning Sheets

For: (circle one) ADULTS YOUTH CHILDREN INTERGEN.

Directions: Use these sheets to assess current catechetical programming by age level. Once the assessment phase is done, use these sheets to plan for the following year for each age level. The norm is that there are a minimum of 30 hours of catechetical opportunities that are lifelong, systematic and recognized.

Non-Gathered: Opportunities for parishioners of all ages to continue to learn and grow in the ways of faith using materials and resources provided by or recommended by the parish, but not requiring attendance at an event. These include options such as bulletin inserts and columns, seasonal booklets, online courses, online homilies and magazines, online retreats, etc.

Provided by the **PARISH**

Contact Hours

Provided by the **VICARIATE/REGION/CLUSTER**

Provided through **DIOCESAN CONTACTS**

Provided **Nationally**

Provided in the first **Languages** spoken by parishioners

Gathered -open to all (Circle one: **adult, youth, child**) **parishioners:** Opportunities to gather together to learn and grow in the ways of faith in a catechetical environment. This includes such things as parish missions or retreats, Lenten small communities, “between the Masses” formation, community-wide Vacation Bible School, intergenerational events open to the entire parish, speaker series, etc. It also includes the Russell Institute, LIMEX certificate programs and Introduction to Theology.

Provided by the **PARISH**

Contact Hours

Provided by the **VICARIATE/REGION/CLUSTER**

Provided through **DIOCESAN CONTACTS**

Provided **Nationally**

Provided in the first **Languages** spoken by parishioners

Gathered-open to specific adult groups within the parish: This includes formation for such groups as catechists, liturgical ministers, pastoral care ministers and social justice ministers. It includes retreats for specific groups (men, women, seniors, etc.), Christian initiation, MOMs groups, parent meetings, days/evenings of reflection for various ministries, pastoral council formation, etc.

Provided by the **PARISH**

Contact Hours

Provided by the **VICARIATE/REGION/CLUSTER**

Provided through **DIOCESAN CONTACTS**

Provided **Nationally**

Provided in the first **Languages** spoken by parishioners

Appendix A3 (a): Assessment Sheet – How well are we implementing the Six Tasks of Catechesis?

Fill in the boxes with programs/processes already in place in your parish.

<i>TASK</i>	CHILDREN		YOUTH		ADULTS	
	Gathered	Non-gathered	Gathered	Non-gathered	Gathered	Non-gathered
Promotes knowledge of the Faith						
Promotes knowledge of the meaning of Liturgy and the Sacraments						
Promotes a missionary spirit that prepares the faithful to be present as Christians in society						

(Six tasks of Catechesis, page 2)

	CHILDREN		YOUTH		ADULTS	
	Gathered	Non-gathered	Gathered	Non-gathered	Gathered	Non-gathered
Promotes moral formation in Jesus Christ						
Teaches the Christian how to pray with Christ						
Prepares the Christian to live in community and to participate actively in the life and mission of the Church						

Introduction

The Documents

“The importance of the ministry of catechesis, however, would suggest that there should be in a Diocese a certain number of religious and laity publicly recognized and permanently dedicated to catechesis who, in communion with the Bishop, give to this diocesan service that ecclesial form which is proper to it.” (GDC #231)

The *Code of Canon Law* establishes that ecclesiastical authority may officially entrust an office or an ecclesial service to the laity, prescinding from the fact that this service is or is not a formally instituted *non-ordained ministry*: “lay people, who are found to be suitable, are capable of being admitted by the sacred pastors to those ecclesiastical offices and functions which, in accordance with provisions of law, they can discharge.” (GDC #231 footnote 58 citing CIC 228.1, EN 73, ChL 23)

“A lay ecclesial minister accepts ministerial vocation as a baptismal call from Christ mediated through the people of God. The minister acknowledges this call as affirmed, recognized and nurtured by the church and the local community, as well as in ministerial and personal relationships.” (*National Certification Standards for Lay Ecclesial Ministers* 2b.)

The Purpose

The purpose of a public commissioning service for a lay ecclesial minister is to exercise the Church’s role in affirming and recognizing the call from God being exercised by the minister. Just as priests and deacons are ordained by the Church to carry out specific service to the community, so lay ecclesial ministers are co-missioned with them to carry out roles specifically designated by the local community.

The Results

Co-missioning lay ecclesial ministers accomplishes the following on behalf of the Church:

- 1) ecclesially designates them in their role to the community;
- 2) enables the minister to affirm their call from God and commitment to the community;
- 3) transmits the rights and responsibilities of the position to the minister and to the faith community, with the authority to carry out this role officially designated;
- 4) invites the community to affirm the lay ecclesial minister and to enter into a relationship of prayer and participation in the ministry with which they are being entrusted.

The Place Proper to Co-mission

The community's primary gathering, which is the Sunday liturgy, is the locus for the co-missioning of lay ecclesial ministers. It is within the context of Word and Sacrament that this must take place, thus indicating to the community the importance of this person to the proclamation of the Church's tradition.

Environment: Since this is taking place within the Sunday liturgy, attention to the liturgical environment is assumed. To that carefully prepared environment, add the symbols of the lay ecclesial minister's work. In the case of catechetical leaders, these might include the Scriptures, textbooks, symbols of the faith, a Catechism, etc. If the parish is bestowing a special name tag, a certificate of commissioning, or some other symbol of the relationship begun or renewed in this celebration, it too might be part of the environment.

This co-missioning takes place after the homily. The presider calls the lay ecclesial minister forward, and if they are new to the community, introduces them at this point. It is preferable that there be a worship aid that gives biographical information and explains to the community the reason for and significance of this celebration so that those words do not have to be spoken here. If no worship aid with these explanations is provided, a commentator or the pastor first says to the community:

Friends, today is a special day in the life of our parish. Today, we publicly commission _____ to the ministry of _____. A public commissioning is our way as a community of proclaiming that God has placed among us men and women called out to be in service to the Church in a particular way. I, on behalf of the Diocesan Church, and you as the people of God, together give thanks and praise for this act of God, conferring both rights and responsibilities on this minister.

Greeting: _____ you walk fully in the footsteps of Christ as teacher and listener. You walk fully in the footsteps of Mary, the Mother of God, as disciple, and as lover of Christ. It is with a Spirit of gratitude and in the communion of saints in whom we are gathered that we now commission you to the service of the Catholic Diocese of Richmond in the parish of _____ speak your parish name here.

Affirmation of the Call from God and Willingness to Serve

This is a series of questions asked by the pastor and by a member of the parish alternately, the pastor representing the Diocesan Church and the member of the parish speaking for the entire faith community.

Pastor: _____ do you recognize that it is God who has called and gifted you for this ministry, and brought you to service among the people of this community?

Parishioner: _____ do you promise to walk in the footsteps of Christ who was pray-er, teacher, healer and proclaimer of the reign of God?

Pastor: Do you freely accept your responsibility to live as a follower of Christ, faithful to your baptismal promises and the duties of _____ fill in the name of the position here ?

Parishioner: Do you wish to serve the people of this community as our fill in the designated title for the position here ?

Pastor: As pastor of this community and representative of the Bishop of Richmond, I designate you as a lay ecclesial minister, bearing the title of _____ and responsible for the ministry of _____. Discharge the duties of this position with fidelity to the Church's teachings and faithfulness to the people of God. People of God, let us now pray for _____. Pastor lays hands on the newly designated minister, praying first in silence. After a period of silence, the pastor asks the faith community to rise and extend both of their hands in blessing over this minister.

Blessing of the Minister

Generous God, throughout the ages you have sent men and women to proclaim the Good News of Jesus Christ. We thank you for _____ and ask you now to bless her/him:

May you walk always in God's ways, certain of God's call to you to serve. May you serve this parish by bringing Christ's presence to us in everything you do. May all the gifts of the Holy Spirit be yours, to animate your ministry and this parish. We ask this through Christ whose name we bear and whose mission we share. Amen.

Communal Acceptance/Recognition

Pastor: On behalf of this faith community, I welcome you in service to the Church. If it is customary, the community may applaud at this time. The newly commissioned should be asked to join in the gift procession at the commissioning liturgy as a sign that he/she offers themselves as part of the community's gifts.

Appendix B1: Sample Letter of Appointment
(adapt as necessary for volunteer positions)

Date _____
Dear _____

I am pleased that you have accepted the position of (title) _____ at _____ parish. As we discussed, you will begin work on _____. (If an employee) Your rate of pay will be _____ per pay period. Pay periods are _____ (weekly, biweekly, monthly, other). Applicable federal and state taxes will be withheld from your gross earnings. (If an employee) On your first day you will complete the necessary federal and state tax forms and an I-9 Immigration form for which you will need to show your driver's license and social security card to establish your identity and employment eligibility. (All) You will be screened through the Criminal Records Exchange and the Sex Offender Search of the Virginia State Police. Or, if you have lived outside of Virginia during part or all of the past seven years, you will submit to a criminal background check by ChoicePoint, an investigative agency approved by the Diocesan Office of Human Resources. You will also be screened by Child Protective Services of the Virginia Department of Social Services. The completion of these forms are required for your employment.

I will be your employer (and/or) supervisor (state if another staff member is supervisor). One of your first tasks will be to review again the attached position description with me to be sure you understand your responsibilities. (If employee) Your position is exempt from the overtime regulations of the Fair Labor Standards Act. I will meet with you during your Orientation Period of 120 calendar days, which ends _____, in order to establish further the priorities of your position as described in your position description and to begin the regular performance appraisal process. Your position description also describes the working conditions of your position. (If employed 20 hours or more) I will also review with you any benefit plans (medical/dental/life insurance, retirement, disability) for which you are eligible. Your rate of vacation leave will be ____ days per year. If you have not already been given a copy of ***Called to Work in Harmony***, the diocesan personnel policies, I will provide one. These policies describe our expectations and current practice. Read the policies and ask questions of me so that you may understand what to expect as an employee of the Diocese of Richmond.

Please initial this letter below, make a copy for yourself, and return the original to me. A copy will be kept in your parish file.

I welcome you to the staff of _____ and wish you well in your new position.

Yours sincerely,
Supervisor

I Agree _____ (Employee/Volunteer initials or signs)

Date _____

Appendix B2: Guide for Preparing a Position Description

The most important aspect of a position description is that it accurately describes the realistic expectations of the position (hours, duties and responsibilities, qualifications, salary and benefits, etc.) The models of position descriptions that are presented in these Norms are based on the *National Certification Standards* developed by three national organizations: the National Conference for Catechetical Leadership (NCCL), the National Federation for Catholic Youth Ministry (NFCYM), and the National Association for Lay Ministry (NALM).

The models presented on the following pages for the Small Parish Catechetical Leader, Coordinator of Religious Education, and Director of Religious Education contains exhaustive lists of duties and responsibilities. These lists will help parishes create an accurate and realistic list of duties and expectations that are appropriate for the parish catechetical leader. Please remember that implementing *Called to be Disciples: Catechetical Norms for the Diocese of Richmond* is required. Position descriptions should clearly specify who is responsible for its various elements.

The following steps will help in creating or modifying a position description.

1. Read through all three models and decide which title, duties and qualifications most closely fit the real situation of the leader and the parish.
2. Note that all three models contain the same categories, all of which are very important: Title, Working Relationships, Duties and Responsibilities, Qualifications, Appraisal and Growth Plan, Working Conditions, and Salary and Benefits.
3. Choose one model to use as a base for composing a list of the leader's duties and responsibilities and qualifications to address the catechetical needs of the parish.
4. The supervisor (most often the pastor) and the leader work together to construct a realistic list of duties and responsibilities given the agreed upon number of hours per week, plus the support and resources provided by the parish, i.e., working conditions.
5. A leader may not currently have the necessary qualifications but must be moving toward achieving the necessary qualifications for a particular title of Leader, Coordinator, or Director.
6. Consult the Office of Human Resources and/or Office of Christian Formation for assistance.

This process can also be used to develop position descriptions for other staff or volunteers who have responsibilities specifically for RCIA, Children's Liturgy of the Word, etc.

B2 (a): Sample Position Description -Small Parish Catechetical Leader

Rationale: Many parishes, especially small parishes, rely on leaders who are often volunteers to organize and carry out their Christian Formation programs. These leaders work closely with pastors and with regional or diocesan catechetical personnel to carry out catechetical ministry guided and supported by diocesan policies.

The Leader's duties may take a variety of forms from ordering books to coordinating elementary classes or youth ministry. Other Leaders may work to set up opportunities for adult faith formation. These responsibilities are often shared by two or more Leaders. In the sample position description that follows, the duties and responsibilities for those working with children, youth, and adults are listed in separate sections. Use the grouping which most closely describes your duties, or combine groupings to fit your situation.

Name of Parish.

Position Title. Catechetical Leader.

Working Relationships:

The pastor is the supervisor of the Leader.

The Leader works with parents, a local religious education committee and catechists.

The Leader enjoys the support of regional or diocesan leaders or a local mentor.

Duties and Responsibilities of the Leader of Children's Christian Formation

I. Catechetical: The Leader works collaboratively with the pastor and a qualified catechetical resource person and local catechists to:
--

- A. Develop a list of children and group them into appropriate age groups for classes. Because of small numbers, children in a small parish are often clustered into primary, elementary and middle school groups.
- B. Select religion materials that provide a comprehensive curriculum of faith for the children's program. Plan for the effective use of the scope and sequence chart provided by the text publisher when children are clustered in multi-age groups.
- C. Collaborate with catechists and parents to set a calendar and schedule for classes that meets the needs of the local community.
- D. Recruit catechists and provide a plan for implementing PATHWAYS catechist certification program.
- E. Be aware of and implement diocesan guidelines and policies for Christian Formation and preparation for Sacraments of Initiation.

- F. Maintain contact with the diocesan Office of Christian Formation to receive information and support.
- G. Communicate regularly with the pastor, catechists and families in matters related to the Christian Formation program.

Duties of the Leader for High School and Middle School Youth

- A. Develop a list of youth and group them into appropriate age groups of early and later adolescents.
- B. Select materials that build a sequential curriculum and provide processes appropriate for the faith development of adolescents.
- C. Strengthen youth programs by working with others to provide service, spiritual and social opportunities for the youth (e.g., joining with neighboring parishes, participating in regional events, diocesan retreats and the diocesan Youth Convention).
- D. Collaborate with catechists and parents to set a calendar and schedule for classes that meets the needs of the youth.
- E. Recruit catechists and provide a plan for implementing PATHWAYS catechist certification program for Youth.
- F. Be aware of and implement diocesan guidelines and policies for Christian Formation and for the preparation and celebration of Confirmation.
- G. Maintain contact with the OCF to receive information and support.
- H. Communicate regularly with the pastor, catechists and families in matters related to the religious education program.

Duties for the Leader of Adult Faith Formation.

- A. Explore sources of good adult formation programs in print, video, on-line or with qualified teachers. Review and compare what is available noting things like: topics, level of time commitment for participants, necessary leader or facilitator training.
- B. Offer options that seem to respond to needs and interests of the adult community and select appropriate programs.
- C. Work with neighboring parishes and share resources when this is helpful.

- D. Collaborate with parish groups to set a calendar and schedule that meets the needs of the local community.
- E. Be familiar with and implement PATHWAYS for adult catechists and leaders.
- F. Maintain contact with the OCF to receive information and support.
- G. Communicate regularly with pastor and the adult community in matters related to adult faith formation.

(The Administrative Duties and Relationships described below are basically the same regardless of the age level for which the Leader is responsible.) (* = required by diocesan policy or canon law)

<p>II. Administrative: the Leader works collaboratively with the pastor and a qualified catechetical resource person to:</p>

- A. Order books and supplies.
- B. Participate in the budget process for religious education and see that bills are paid.
- C. *Work with the parish and pastor to develop a plan to provide a Safe Environment for all, including securing background checks and VIRTUS training for all volunteers working with children.
- D. *Maintain records of participation in catechetical programs and celebration of sacraments.
- E. *Work with the pastor to develop a system of maintaining catechist records including participation in safe environment requirements, catechetical formation events, and the PATHWAYS certification process.

<p>III. Relationships with Staff or other Parish Leadership (Pastoral Council, Christian Formation Committee, etc.)</p>
--

- A. Attend designated meetings with pastor and other leaders.
- B. Work with other leaders to maintain the parish calendar.
- C. Meet with parish leaders to discuss diocesan catechetical norms and policies and their implementation in the parish.
- D. Share with other leaders issues that arise in parish catechetical programs and shares in developing responses to those issues.

Qualifications:

- I. Formation/Training
 - A. PATHWAYS: Parish and Senior Level certification (plus some combination of the following:)
 - B. New Leader Institute
 - C. Introduction to Theology

- D. Online theology courses (Notre Dame, Dayton, etc.)
 - E. Russell Institute Courses
 - F. Regional or Vicariate Training
 - G. Summer Theological Courses – Young Adult Summer Program
 - H. Individual mentoring by qualified catechetical leader
- II. Personal Qualities and Skills:
- A. Approachable and flexible
 - B. Prayerful, and takes a spiritual approach to catechetical ministry
 - C. Able to handle tension and ambiguity
 - D. Organized
 - E. Committed to on-going formation in catechetical ministry
 - F. Collaborative and committed to working with the local community
 - G. Appreciates and draws on the gifts of others
 - H. Utilizes or is willing to learn e-mail and computer technology
 - I. Self-starter
 - J. Conducts self in a manner consistent with the Code of Ethics of the Catholic Diocese of Richmond. (The Code of Ethics can be viewed on the diocesan employee extranet.)

Performance appraisal and Growth Plan (a part of written agreement with the parish)

The Leader works with the pastor and a qualified catechetical leader on an initial self-assessment and sets up a growth plan based on the position description.

Within 120 days, the pastor, conducts an initial performance appraisal based on the position description according to diocesan policies. The growth plan will be reviewed and revised as needed. Thereafter, an annual appraisal and revised growth plan based on the position description will be carried out. The pastor is encouraged to consult with a trained catechetical leader, parish Christian Formation Committee or other parish leaders for both the initial and annual appraisal.

Working Conditions. (Also listed in letter of appointment)

The pastor and the small parish Leader will agree upon the number of hours per week needed to fulfill the duties and responsibilities of the position. The parish will provide the Leader with ... (list what is applicable to local situation, e.g., office space, telephone, computer, supplies, program budget, etc.).

Date Position Established.

Date of This Revision.

Salary and Benefits (if applicable).

Appendix B2 (b): Sample Position Description **Coordinator of Religious Education**

Name of Parish.

Position Title. Coordinator of Religious Education

Summary. The Coordinator of Religious Education works in collaboration with the pastor to maintain parish catechetical programs for adults, youth, and children *OR* coordinates a specific area of catechetical ministry (adult, youth, children, RCIA, etc.)

Working Relationships. The pastor (or Director of Religious Education) is the supervisor of the Coordinator. The Coordinator serves on the parish Christian Formation Committee and is a member of the parish staff. The Coordinator may be a member of the parish Pastoral Council.

Duties and Responsibilities. (* = required by diocesan policy or canon law)
(**N.B.:** The following sample list of duties and responsibilities may be shortened or expanded to fit the realities of each parish and must be realistically related to the hours worked per week by the Coordinator.)

- I. **Administrative:** The Coordinator:
 - A. Orders books and supplies.
 - B. Sets the calendar for catechetical programs and events.
 - C. Sets the budget and monitors payment of bills.
 - D. Reserves needed facilities and equipment.
 - E. *Provides a safe environment for all, including securing background checks and VIRTUS training for all volunteers working with children and youth.
 - F. Answers administrative questions regarding catechetical programs.
 - G. *Maintains records of participation in catechetical programs and celebration of sacraments for adults, children, and youth.
 - H. *Maintains records for catechists that include participation in all safe environment requirements, parish and regional catechetical formation events, and the PATHWAYS certification process.
 - I. Participates in parish staff meetings, coordinating catechetical ministry with other parish ministries.

- II. **Catechetical:** The Coordinator:
 - A. Provides total catechetical program for adults, youth, and children *OR* coordinates specific area(s) of catechetical ministry (adult, youth, children, RCIA, etc.) to develop the parish as an evangelizing community.

- B. *Provides preparation for celebration of the sacraments for adults, youth and children and their parents.
- C. Evaluates and selects catechetical resources (texts, materials, etc.) utilizing diocesan norms and policies.
- D. Recruits catechists.
- E. Supports catechists by providing or arranging for catechist training and resources
- F. Integrates Catholic Social Teaching into all faith formation.
- G. Communicates regularly with the pastor, staff, catechists, parents and the parish community.
- H. Uses resources, e.g. *General Directory for Catechesis, National Directory for Catechesis, Catechism of the Catholic Church, Our Hearts Were Burning, RCIA, Catholic Social Teaching*, to answer theological and catechetical questions.
- I. Explains parish and diocesan catechetical norms and policies.
- J. Evaluates parish catechetical programs.
- K. *Implements the PATHWAYS catechist certification process, providing necessary resources for catechists and helping catechists secure learning partners.
- L. Collaborates with the community leaders of the various cultural groups present in the parish or region to develop culturally appropriate responses to particular catechetical needs.
- M. Participates in regional and/or vicariate meetings of catechetical leaders.
- N. Maintains communication with diocesan offices (receives information and contacts Office of Christian Formation as necessary)
- O. Shows commitment to ongoing personal formation in the field of catechetics by participating in diocesan, regional, and national events (Sullivan Conference, PPDR *ReignMakers*, East Coast Conference, NCCL, NALM, NPCD, etc.) and via membership in a professional catechetical association (NCCL, NPCD, etc.)

Qualifications.

- I. Formation/Training.
 - A. Bachelors Degree in theology or related field, or equivalency (equivalency should include combinations of the following formation/training agreed upon after consultation with the OCF: Introduction to Theology, New Catechetical Leaders Institute, PATHWAYS Master Level certification, Youth Ministry Certificate, Online Theology courses, skills/experience from other professions).
 - B. 3+ years experience as catechist or teacher.
 - C. Working familiarity with the *General Directory for Catechesis, National Directory for Catechesis, Catechism of the Catholic Church, Our Hearts Were Burning, RCIA, Code of Canon Law, Catholic Social Teaching*, civil law and legal issues, and *Called to Be Disciples*.

- II. Personal Qualities
 - A. Approachable and Flexible.
 - B. Gives witness to an integrated spirituality formed by Scripture, prayer, and communal worship.
 - C. Handles tension and ambiguity.
 - D. Committed to ongoing formation in catechetical ministry.
 - E. Affirms the gifts of others.
 - F. Conducts self in a manner consistent with the Code of Ethics of the Catholic Diocese of Richmond. (The Code of Ethics can be viewed on the diocesan employee extranet.)
 - G. Maintains a support system and sets responsible boundaries in order to balance ministry, community, family, and personal and pastoral relationships.

- III. Skills
 - A. Self-starter.
 - B. Collaborative.
 - C. Good listener.
 - D. Able to give and take direction.
 - E. Handles multiple tasks.
 - F. Exhibits oral and written communication skills.
 - G. Utilizes email and computer technology.
 - H. Adept at planning, organization, implementation, and evaluation.
 - I. Inspires others to conversion and personal and spiritual growth.
 - J. Delegates tasks to appropriate personnel.
 - K. Conflict Management.
 - L. Integrates a family perspective in ministry.

Performance Appraisal and Growth Plan. (Also listed in letter of appointment)

The supervisor (usually the pastor), will conduct an initial performance appraisal based on the position description within *120 days* after the appointment. Thereafter, an annual appraisal will be conducted by the supervisor, based on the position description, according to the personnel guidelines of the diocese. The supervisor is encouraged to consult with the parish Christian Formation Committee for both the initial and the annual appraisal. The appraisal will establish an annual growth plan for the Coordinator for the coming year.

Working Conditions. (Also listed in letter of appointment)

The pastor and the Coordinator will agree upon the number of hours per week needed to fulfill the duties and responsibilities of the position. Full-time positions require

a minimum of 35 hours per week. The position description will state that evening and weekend hours are required.

The parish will provide the Coordinator (list what is applicable to local situation): office space, computer equipment, telephone, fax, office supplies, clerical support, travel reimbursement, telephone reimbursement (from home), continuing education, program budget, etc.

The Coordinator agrees to provide (list what is applicable to local situation): home as office, use of home telephone, computer, fax, etc.

Date Position Originally Established.

Date of This Revision.

Salary and Benefits. (List specific salary and benefits; also in letter of appointment.) According to Diocesan Compensation Philosophy, equal to or exceeding diocesan scale.

Appendix B2 (c): Sample Position Description **Director of Religious Education**

Name of Parish.

Position Title. Director of Religious Education

Summary. The Director of Religious Education works in collaboration with the pastor to develop and maintain the total parish catechetical program for adults, youth, and children.

Working Relationships. The pastor is the supervisor of the Director. The Director may supervise other catechetical leaders. The Director serves on the parish Christian Formation Committee and is a member of the parish staff. The Director may be a member of the parish Pastoral Council.

Duties and Responsibilities. (* = Required by diocesan policy or canon law)
(**N.B.:** The following sample list of duties and responsibilities may be shortened or expanded to fit the realities of each parish and must be realistically related to the hours worked per week by the Director.)

- I. **Administrative:** The Director (completes or delegates the following):
 - A. Orders books and supplies.
 - B. Sets the calendar for catechetical programs and events.
 - C. Sets the budget and monitors payment of bills.
 - D. Reserves needed facilities and equipment.
 - E. *Provides a safe environment for all: secures background checks and VIRTUS training for all volunteers working with children and youth.
 - F. Answers administrative questions regarding catechetical programs.
 - G. *Maintains records of participation in catechetical programs and celebration of sacraments for adults, children, and youth.
 - H. *Maintains records of achievement for catechists that include participation in all safe environment requirements, parish and regional catechetical formation events, and the PATHWAYS certification process.
 - I. Participates in parish staff meetings, coordinating catechetical ministry with other parish ministries.

- II. **Catechetical:** The Director:
 - A. Sets and implements catechetical vision for the parish based on Church documents, e.g., *General Directory for Catechesis*, *National Directory for Catechesis*, *Catechism of the Catholic Church*, *Our*

Hearts Were Burning, RCIA, to develop the parish as an evangelizing community.

- B. Develops and provides total parish catechetical program for adults, youth, and children.
- C. *Provides formation for celebration of the sacraments for adults, youth and children and their parents.
- D. Evaluates and selects catechetical resources (texts, materials, etc.) utilizing diocesan norms and policies.
- E. Recruits catechists.
- F. Supports catechists by leading catechist training and providing catechetical resources.
- G. Integrates Catholic Social Teaching into all faith formation.
- H. Supervises other parish catechetical leaders (ARE, CRE, RCIA, etc.).
- I. Leads and/or facilitates Adult Faith Formation events.
- J. Supervises or delegates authority to supervise catechetical gatherings for adults, youth, and children.
- K. Designs and leads prayer.
- L. Communicates regularly with the pastor, staff, catechists, parents and the parish community.
- M. Answers theological and catechetical questions based on the *General Directory for Catechesis, National Directory for Catechesis, Catechism of the Catholic Church, Our Hearts Were Burning, RCIA*.
- N. Explains parish and diocesan catechetical and sacramental norms and policies.
- O. Evaluates and revises parish catechetical programs as needed.
- P. *Implements the PATHWAYS catechist certification process, providing necessary resources for catechists and helping catechists learning partners.
- Q. Collaborates with the community leaders of the various cultural groups present in the parish or region to develop culturally appropriate responses to particular catechetical needs.
- R. Participates in regional and/or vicariate meetings of catechetical leaders.
- S. Maintains communication with diocesan offices (receives information and contacts Office of Christian Formation as necessary).
- T. Serves as resource and/or mentor to new catechetical leaders.
- U. Maintains awareness and understanding of diocesan, national and international catechetical issues, movements, and documents.
- V. Shows commitment to ongoing personal formation in the field of catechetics by participating in diocesan, regional, and national events (Sullivan Conference, PPDR *ReignMakers*, East Coast Conference, NCCL, NALM, NPCD, etc.) and through membership in a professional catechetical association (NCCL, NPCD, etc.).

Qualifications.

- I. Formation/Training.
 - A. Systematic Study.
 1. Masters Degree in Religious Education, Theology, LIMEX certificate, or master degree in a related field.
 2. Equivalency based on systematic graduate level study and skills and experience from other professions that translate to catechetical ministry (approved by OCF).
 - B. At least five years experience as catechist or teacher.
 - C. Familiarity with the *General Directory for Catechesis*, *National Directory for Catechesis*, *Catechism of the Catholic Church*, *Our Hearts Were Burning*, *Rite of Christian Initiation of Adults*, *Code of Canon Law*, *Renewing the Vision*, civil law and legal issues, Catholic Social Teaching, and *Called to Be Disciples*.
- II. Personal Qualities
 - A. Approachable and flexible.
 - B. Gives witness to an integrated spirituality formed by Scripture, prayer, and communal worship.
 - C. Sense of call to ministerial leadership.
 - D. Handles tension and ambiguity.
 - E. Committed to ongoing formation in catechetical ministry.
 - F. Affirms the gifts of others.
 - G. Conducts self in a manner consistent with the Code of Ethics of the Catholic Diocese of Richmond. (The Code of Ethics can be viewed on the diocesan employee extranet.)
 - H. Maintains a support system and sets responsible boundaries in order to balance ministry, community, family, and personal and pastoral relationships.
- III. Skills
 - A. Self-starter.
 - B. Collaborative.
 - C. Exhibits good listening skills.
 - D. Able to give and take direction.
 - E. Handles multiple tasks.
 - F. Exhibits oral and written communication skills.
 - G. Utilizes email and computer technology.
 - H. Adept at planning, organization, implementation, and evaluation.
 - I. Inspires others to conversion and personal and spiritual growth.
 - J. Delegates tasks to appropriate personnel.
 - K. Conflict Management.
 - L. Integrates a family perspective in ministry.
 - M. Can design and preside at liturgical prayer.

Performance Appraisal and Growth Plan. (Also listed in letter of appointment)

The pastor, will conduct an initial performance appraisal based on the position description within *120* days after the appointment. Thereafter, an annual appraisal will be conducted by the pastor based on the position description, according to the personnel guidelines of the diocese. The appraisal will establish an annual growth plan for the Director for the coming year. The pastor is encouraged to consult with the parish Christian Formation Committee for both the initial and the annual appraisal.

Working Conditions. (Also listed in letter of appointment)

The pastor and the Director will agree upon the number of hours per week needed to fulfill the duties and responsibilities of the position. Full-time positions require a minimum of 35 hours per week. The position description will indicate that evening and weekend hours are required.

The parish will provide the Director (list what is applicable to local situation): office space, computer equipment, telephone, fax, office supplies, clerical support, travel reimbursement, telephone reimbursement (from home), continuing education, program budget, etc.

The Director agrees to provide (list what is applicable to local situation): home as office, use of home telephone, computer, fax, etc.

Date Position Originally Established.

Date of This Revision.

Salary and Benefits. According to Diocesan Compensation Philosophy, equal to or exceeding diocesan scale. (List specific salary and benefits.)

Appendix B3: Performance Review and Growth Plan

Cat. Leader: _____ Position Title: _____

Date Assigned to Present Position: _____ Date of Review: _____

PERFORMANCE COMPETENCIES	Does Not Meet Expectations	Achieves Expectations
Generic competencies listed must be related to the specific duties and responsibilities of the leader's position description.	The performance rating applicable for those catechetical leaders whose performance does not currently meet expectations. This performance reflects a developmental opportunity for the leader.	The performance rating applicable for catechetical leaders whose performance is consistent with established performance expectations and requirements. This performance reflects the successful accomplishment of duties and responsibilities of the position description.
Communication Effectively communicates verbally and in writing with staff and/or volunteers. Is clear and concise. Listens well.		
Customer Service Orientation Anticipates and provides solutions to catechetical needs of the parish. Is courteous and timely with both requests and responses.		
Innovation & Initiative Creative and resourceful. Takes action to achieve goals beyond what is required. Is proactive.		
Integrity Maintains the highest standards of Church and personal ethics.		
Judgment & Problem Solving Recognizes potential problems and develops alternative courses of action based on logical thought process and analysis. Commits to action in a timely manner.		
Leadership Provides direction, assistance, and resources to staff and catechists. Models desirable behaviors, treats parishioners and catechists with respect. Effectively motivates and develops catechists.		
Planning & Organizing Work is well-planned and organized to produce effective and efficient results.		
Teamwork Works effectively in team settings to accomplish goals. Involves others as appropriate.		
Technical Skills/Job Knowledge Keeps abreast of current developments and trends in catechesis. Develops personal and professional competencies via growth plan.		

Overall Performance Rating

<input type="checkbox"/>	<input type="checkbox"/>
Does not meet expectations	Meets or exceed expectations

Employee Comments

This evaluation has been discussed with me. I wish to make the following comments regarding this evaluation:

Employee Signature	Date

Approval

Supervisor's Signature	Date

Employee Development Plan

(use separate sheet if desired)

Identify areas of performance where improvement will enhance job effectiveness. Indicate action plan for improvement:

Appendix C1: Catechetical Formation Opportunities **Sponsored by the Office of Christian Formation**

Adult Faith Formation

- Recommendation and Assessment of Parish Adult Faith Formation programs and events
- Bishop Russell Institute
- Online Theology Partnership with Universities of Notre Dame and Dayton
- Telephone and on-site consultation

Formation and Training of Parish Catechetical Leaders and Youth Ministers

- *Introduction to Theology*: nine courses on basic Catholic theology over a two-year period, 10 contact hours per course.
- *Online Theology*: wide variety of five-week theology courses offered by Universities of Notre Dame and Dayton, available in six cycles per year.
- *Youth Ministry Certificate*: presented by Center for Ministry Development, eight courses on Youth ministry principles, leads to national certification.
- *New Leader Institute*: basic skills for parish catechetical leadership, intensive four-day training.
- *Loyola University (New Orleans)*: Master's Degree or certificate in Religious Education or Pastoral Studies, 36 graduate hours over four year period.
- *St. Mary of the Woods College, Indiana, and University of St. Mary's, Minnesota*: Master's Degree in Pastoral Studies.
- Telephone and on-site consultation.

Formation and Training of Catechists for Adults, Youth and Children

- *PATHWAYS For Catechist Formation*: guided process of self-directed learning with recommended resources for spiritual development, teaching and facilitation skills, study of Catholic doctrine and documents, and growth plan. Parish, Senior, and Master levels. Separate formats and growth plans for catechists of Adults, RCIA, Youth, and Children.
- Telephone and on-site consultation.

Contact OCF staff for details on all the above or access the OCF Web Page
at

www.richmonddiocese.org/ocf

Appendix C2: Catechetical Leader Response Form for PATHWAYS Certification

For Coordinators and Directors of Religious Education

Directions: If you are a catechetical leader who has been a leader for three or more years, and you meet the diocesan position description norms of either a Coordinator or a Director of Religious Education, you may use this form to indicate your ability to implement the PATHWAYS program for catechist certification in your parish/region. (It is absolutely essential that Leaders, Coordinators, and Directors be personally familiar with the PATHWAYS online process and ALL materials utilized in the process before attempting to direct catechists through the certification process.)

Name _____ Parish _____

Title _____

Years in catechetical ministry _____

Years as a catechetical leader _____

_____ I have attended a Diocesan-sponsored PATHWAYS Orientation session.

_____ I have secured all the materials necessary for our parish to participate in PATHWAYS.

_____ I have read the PATHWAYS Self-Evaluation Guides for adults, youth and children and the required articles and texts.

_____ I have previewed the required videos and read through the workbooks that accompany each video.

_____ I have gone online and navigated the PATHWAYS site beyond the Orientation session, and can explain it to my catechists.

_____ I agree to complete the _____ section of the PATHWAYS process this year as part of my personal growth plan.

Catechetical Leader _____ Pastor _____

Date _____

(Submit this form to the Office of Christian Formation along with Reporting Form.)

Appendix C3: Checklist for a Catechist's Records

The following items should appear in a catechist's file in the parish office:

1. Catechist personal information sheet
2. Catechist emergency contact information sheet
 - a. Includes allergies
 - b. Includes first and second contact
3. Attendance at Safe Environment Program events
 - a. VIRTUS training
 - b. Background check screening
 - c. In-service for Blood Born Pathogens
 - d. Fire drills, lockdown procedures
 - e. Incident reporting
4. Level of PATHWAYS catechetical certification or progress toward it
5. Catechetical assignment/role by year
6. Self-evaluation forms
7. Observation forms
8. Any official complaints and their disposition
9. Parish/diocesan awards
10. Letters of appreciation
11. Participation in diocesan work

Appendix C4: Catechist Interview: Form 1

CATECHIST EMERGENCY INFORMATION

This information is **strictly confidential** and will be kept in your personnel file. It will be used **ONLY** in case emergency treatment is necessary.

NAME _____

ADDRESS _____

PHONE NUMBERS: (H) _____ (C) _____

In Case of Emergency numbers contained in cell phone? Y____ N____

PHYSICIAN NAME and PHONE _____

BIRTHDATE _____

Notify in Case of EMERGENCY:

Name _____

Name _____

Address _____

Address _____

Phone _____

Phone _____

Relationship _____

Relationship _____

Hospital Preference _____

Signature _____

Date you completed this form _____

Catechist Interview: Form 2

Catechist Information Form

Name _____ Phone (H) _____
(O) _____
(C) _____

Address _____

City _____ State _____ Zip _____

Registered in the Parish Y N How long? _____
(circle one)

(Use back of page if necessary for any area)

Prior catechetical experience _____

Workshops/Training for catechetical ministry _____

Coursework in Religious Education, Theology, Education _____

Are you aware of the diocesan requirements for catechist certification? YES _____ NO _____

Briefly describe why you would like to be a catechist _____

Briefly describe other experience you have working with children, youth or adults in a group setting. Provide reference information.

Appendix D1 : Assistance in Implementing the Norms

- **Implementation Sessions:** Annually for new pastors, international priests and new catechetical leaders. Opportunities for local orientations. Contact Dennis Beeman for Norms Implementation: 804-622-5113 .
- **FAQs: Frequently Asked Questions:** On the OCF website, updated regularly and designed to help you find answers quickly and conveniently.
- **Commentary on the Norms:** Explanations of the intention of a Norm, or definitions of terms within the Catholic Diocese of Richmond . The commentary is found within the text of the document. Also contains additional document references.
- **On-Site Teams:** Contact Dennis Beeman in the Office of Christian Formation to arrange for a diocesan response team to come to your parish/region/cluster to assist with implementing the Norms. Contact Maureen Stroman, PATHWAYS Implementation Coordinator, if you have questions specifically about PATHWAYS. Marty Huber and Jo Ann Detta provide on-site support for Region 10.
- **Telephone Consultation:** Any member of the Christian Formation staff will be happy to help you interpret, imagine and implement the Norms.
- **OCF This Week:** The regular electronic communication from the Office will provide reminders, suggestions, helpful hints from other parishes, and updates for the Norms. Make sure to check it regularly!
- **Updates:** This is a work in progress, so there will be Updates to the Norms. These may come in OCF This Week, by mail or both. They will then be available on the OCF website.

Appendix D2: Sample Bulletin Announcements (For Understanding *Called to Be Disciples*)

I. “I heard there are more rules coming for the Diocese around Religious Education. What do you know about that?”

You heard correctly. On July 1, 2005 the Office of Christian Formation released the first of several phases of catechetical norms for the Diocese of Richmond. They are entitled “Called to be Disciples” and beginning July 1, 2006 they became policy. Their vision is creating a climate in this diocese of increasing excellence in catechetics. You will begin seeing the phrase “Progress through Practice.” It is our way of embracing the norms and striving to always do a better job of handing on the faith.

To see a copy of the Norms and to read the responses to Frequently Asked Questions, go to www.richmonddiocese.org/ocf .

II. What will change as a result of the catechetical norms?

In this first phase, the Norms concern foundations. These include generally accepted business practices like position descriptions, letters of appointment, reviews, and growth plans. The Norms also concern planning so that all members of the parish, no matter the age, will have the opportunity for a minimum of 30 hours of formation each year. The other big change in this first phase is that the Diocese now has a mandatory catechist certification program. It’s called PATHWAYS and it will be required for all catechists beginning July 1, 2006.

So what will change? More time may be spent clarifying roles and responsibilities, evaluating our progress and planning for success. Catechists will be introduced to the PATHWAYS process and we offer assistance in implementation of this requirement. An environment of continuous improvement/change is being introduced, so look for the related energy it will take to be constantly evaluating our catechetical programs using Diocesan norms and being accountable to them for our progress through practice. And we anticipate needing more people to help us continue to improve our catechetical endeavors!

III. How will the catechetical norms affect those parishioners not involved in catechetical ministry?

One of the emphases in the norms is that there is no such thing as a parishioner not involved in catechetics! Everything a parish does or does not do teaches something about what it believes. So the first way the norms affect everyone is through an understanding of this idea. When or if you come to Mass, how well you participate in Eucharist, the attitude about parish programs, the amount of money available to pay people justly and support our programs, the number of people who are willing to be trained as catechists, the attitude about our parish’s safe environment policies, the hands and skills offered to enable good business practices, solid administration and quality

catechists are all the concern of every member of the parish. The Norms hold us all accountable for how well we hand on what we believe. So look for them to impact everyone eventually.

IV. When did the catechetical norms become policy?

July 1, 2006. Accountability for meeting the requirements will have to be reported to the Diocese between May 1 and June 30, 2007.

While the first Phase is now policy, the second Phase is under development. An overview of it was released May 22, 2006, with the final package to be available in late winter or early spring, 2007. They become policy July 1, 2007.

This phasing process will continue until all the issues surrounding catechetical norms have been addressed. So, it's a long-term project creating this climate of "Progress through Practice."

Diocese of Richmond

Chancery Office • 811 Cathedral Place, Richmond, Virginia 23220-4801 • Phone: (804) 359-5661 • Fax: (804) 358-9159



Appendix E: Bishop's Letter regarding First Sacraments

June 28, 2005

Dear Pastors and Catechetical Leaders:

The new *National Directory for Catechesis* was published by the USCCB on May 1, 2005. I urge you to become familiar with this document that provides context, principles and policy for the ministry of catechesis in the United States. The Office of Christian Formation is utilizing the new directory as it develops *Called to Be Disciples*, norms for catechetical ministry in our diocese.

Dennis Beeman, Director of Religious Education, has called my attention to one particular policy in the new directory that I wish to call to your attention in your role as pastor or catechetical leader. The new directory states that "In the Latin Church, children must receive the Sacrament of Penance and Reconciliation for the first time prior to their first reception of the Eucharist." (Chapter 5, page 135) All parishes should implement this policy by July 1, 2006 if it is not already the practice in your parish.

The new directory does not present a policy for determining the age for celebration of Penance/Reconciliation and Eucharist for the first time. The policy for the Diocese of Richmond will be that the celebration of Penance/Reconciliation and Eucharist for the first time shall normally be the second grade and no later than the third grade. The most important issue to be considered is readiness rather than age.

Thank you for responding to the call to be disciples, leading others to encounter the Lord Jesus Christ. Let us serve him together in faith, hope, and love.

Sincerely yours in Our Lord,

A handwritten signature in black ink that reads "Francis X. Di Lorenzo". The signature is written in a cursive, flowing style.

Bishop Francis X. DiLorenzo

