

Office of Catholic Education



Catholic Diocese of Richmond

Special Edition Newsletter – November 2009

Pathways 2009

Office of Catholic Education – Winter Pathways Sessions

Parish Leaders, Youth Ministers, Principals, and School Religion Coordinators

The Office of Catholic Education is continuing to provide the revised diocesan program for training parish catechists of adults, youth and children and catholic school religion teachers – **Pathways 2009**. A summary of the overall evaluations for the fall sessions of Pathways for each vicariate are available on the website: http://www.richmonddiocese.org/ocf/this_week/index.htm under the OCF newsletter tab.

Schedule of WINTER Pathways 2009 Training Days

<http://www.richmonddiocese.org/ocf/index.htm>

Online Registration

<http://tinyurl.com/cdrpathways>

ONLINE Registration for Pathways 2009 sessions – Learning with you! Please help your catechists with these important reminders!

Thank you for using our online registration system. In order to continue to improve how this online systems works for catechists and parishes, please observe these important reminders:

1. Use your full, legal name; e.g. Elizabeth instead of Betsy, James instead of Jim for the **first name**. You may use another name for **“First Name to appear on NameTag”**.
2. If you select a date/site and you see, **SOLD OUT please** select another date. DO NOT submit your information for a SOLD OUT session.
3. PRINT your confirmation email to be sure you registered for the session of your choice correctly. If your email confirmation is BLANK, then you are NOT registered for the session.
4. Continue your good practice of notifying Sandra Survello ssurvello@richmonddiocese.org or 804-622-5114 of your request for CANCELLATION by the Wednesday of the same week Pathways is scheduled.
5. **Catholic School Teachers** – be sure you carefully select your **SCHOOL** when you register for a session.
6. **Parish Catechists** – be sure you carefully select your **PARISH** when you register for a session.

INVOICES for Pathways 2009 session fees

Invoices for the Fall Pathways 2009 session fees were mailed during the week of November 2-6. Each invoice lists the name of the catechist/catholic school teacher, session date attended and the fee. Please send your parish/school check payable to the Diocese of Richmond to Sandra Survello, 7800 Carousel Lane, Richmond, Virginia 23294. Thank you!

Reminder – parishes/schools are billed for each registered catechist/teacher. We are not able to absorb the fees of catechists/teachers who were unable to attend and did not cancel by Wednesday of the same week Pathways is scheduled.

2010 Sessions – site selections & session participation limits

During this coming year, we are selecting sites that meet the necessary criteria for our webcam-based sessions and provide adequate space for our three breakout sessions and large general session. However, we are also planning to travel to some sites in our more rural areas to accommodate our many catechists/teachers in these areas. To maximize our effective use of instructors and budget, we have established a **minimum participation of 30 catechists/religion teachers** and the same maximum of 60 catechists/religion teachers for each session. We encourage parishes/schools in these rural areas to take advantage of the session planned in your locality!

Certificates for Parish Catechists

Certificates of Recognition signed by Bishop DiLorenzo and a letter of congratulations for the catechists from your parish who have completed the diocesan sponsored PATHWAYS 2009 catechist formation program are sent to the Parish Catechetical Leader for presentation to the catechist.

You may not receive all the certificates of recognition for your catechists of Children or Youth completing Pathways 2009 at the same time.

WHY?

The diocesan Human Resources office is completing the data entry verifying the completion of Virtus, Child Protective Services/Volunteer Select background checks for catechists of **YOUTH and CHILDREN**. It is necessary that both the VIRTUS and background screening be current in order for each catechist of **children/youth** to be certified when completing Pathways 2009.

As a reminder, background screening must be renewed every five years; VIRTUS is completed at one training session with monthly online follow us.

Background Screening Requirements

Details regarding background screening requirements are available in the Diocesan Safe Environment Regulations, page 5. (<http://www.richmonddiocese.org/safe.htm>). Additional information is available on the extranet, <http://www.richmonddiocese.org/extranet/index2.htm>. You may contact your parish Background Screening Coordinator or the Office of Human Resources, Tracy Campbell, tcampbell@richmonddiocese.org or Maryjane Fuller, mfuller@richmonddiocese.org .

Once this verification is completed, we will be sending you the Certificates of Recognition for these catechists as soon as possible! We appreciate your understanding!

We encourage you to recognize the accomplishments of your catechists in a significant way appropriate for your parish community.

How do we get started with Pathways 2009?

Parish Leaders

- Read the Pathways 2009 Program Description and FAQs.
- Plan to attend one training day session yourself.
- Go to the online registration website <http://tinyurl.com/cdrpathways> to register yourself or any catechists without internet.
- Catechists may register themselves. Go to <http://tinyurl.com/cdrpathways>
- Announce the Pathways 2009 training to your catechists and support their participation with parish funds, if possible. **All parish catechists are required to attend one training day scheduled between Fall 2009 – Fall 2010.**
- Use the Pathways 2009 flyer, bulletin announcement and FAQs to acquaint your parish with this new training. (See www.richmonddiocese.org/ocf for these documents.)
- Use your User Name and Password to go to the online registration website <http://tinyurl.com/cdrleaders> to view the catechists registered from your parish and view registration fees. You may also enter new registrations from this link.
- Contact Katie McMaster for assistance, kmcmaster@richmonddiocese.org; 804-622-5113.

Catholic School Principals and Religion Coordinators

- Read the Pathways 2009 Program Description and FAQs.
- Plan to attend one training day session yourself.
- Go to the online registration website <http://tinyurl.com/cdrpathways> to register yourself or any religion teachers without internet.
- Announce the Pathways 2009 training to your NEW religion teachers and support their participation with funding, if possible. **All NEW religion teachers are required to attend Session One of the training day scheduled between Fall 2009 – Spring 2010.**
- Use the Pathways 2009 FAQs to acquaint your faculty with this new training. (See www.richmonddiocese.org/ocs for these documents.)
- Use your User Name and Password to go to the online registration website <http://tinyurl.com/cdrleaders> to view the religion teachers registered from your school and view registration fees. You may also enter new registrations from this link.
- Contact Miriam Cotton for assistance, mcotton@richmonddiocese.org; 804-622-5116.

What is my user name and password?

Each principal of a Catholic Elementary and High School have been assigned a user name and password. One DRE or CRE or Leader per parish has been assigned a user name and password.

Your user name is the first letter of your first name + your last name. Your password is the same as your user name. There are NO spaces between your first name letter and your last name.

EXAMPLE **Emily Filippi** **User Name** **efilippi** **Password** **efilippi**

EXAMPLE **Mary Ellen Winkler** **User Name** **mewinkler** **Password** **mewinkler**

For assistance with User Name or Password, please contact Sandra Survello, ssurvello@richmonddiocese.org, 804-622-5114.

Pathways 2009 provides catechists and Catholic school religion teachers with a day of prayer, learning and sharing that inspires them along a path of lifelong learning! We are grateful to the host parishes and instructors scheduled for this fall and appreciate their support of our diocesan training programs.

With Gratitude and Joy!

Emily Filippi
Director for Christian Formation
The Office of Catholic Education