
Parish Catechetical Leader Handbook



Office of Lifelong Catholic Formation/Education

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Mission Statement

The Office of Lifelong Catholic Formation/Education, rooted in Christ and led by the Holy Spirit, focuses on lifelong, evangelizing catechesis. We serve those involved in parish catechesis and all adults of our diocese by providing formational programs and resources for a multicultural community. Our goal is to empower the people of God to grow spiritually and develop a living and active faith.

Goals and Objectives

Nurturing Leadership

- Offer theological and catechetical training for Parish Catechetical Leaders, catechists, and lay ministers
- Foster community among Parish Catechetical Leaders through monthly gatherings and connections on a vicariate level
- Aid pastoral staffs in developing catechetical programs and RCIA processes that meet the needs of parishioners of all ages and cultures
- Provide access to catechetical resources, including book and media library

Living and Active Faith

- Offer English and Spanish adult faith formation opportunities through theological and scriptural programs (CEMI, University of Dayton VLCFF, and Adult Confirmation Program) that lead to lifelong transformation and discipleship
- Provide spiritual development experiences for Parish Catechetical Leaders and those involved in catechetical certification and programs
- Integrate Catholic Social Teaching into all the programs that we offer

November 2010

Dear Parish Catechetical Leader (PCL):

The Office of Lifelong Catholic Formation/Education has worked to prepare this handbook for you, so that important information would be in one handy place. It contains much general and specific information, such as our monthly gatherings, copies of important forms, resources available to you, and also how to find documents and guidelines that are presently on the diocesan website. Whether you are a new or a returning Parish Catechetical Leader, we hope that this will make the practical side of your ministry much easier for you.

God Bless, and may this catechetical year be fruitful for you and the members of your parish.

Sincerely yours,



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1. Catechetical Directory

In the fall of each year, the office prepares a Catechetical Directory listing Parish Catechetical Leaders by parish. Information includes: Position, Address, Phone #, Email address. This information is collected in the fall. The Directory is then made available on the diocesan website only to parish PCLs and is password protected. Contact OLCF/E office for password.

2. Monthly PCL Gatherings

Monthly, August through May, the OLCF/E holds Parish Catechetical Leader Gatherings. The gatherings provide ongoing formation, the opportunity to share ideas with other PCLs, and spiritual growth through prayer and a yearly Parish Catechetical Leaders Retreat.

3. Catechetical Workshop/Retreat

This workshop/retreat, held once a year, offers opportunities for all PCLs and parish catechists to continue their formation in theology and methodology.

4. Catechetical Guidelines

During the past 10 years, the OLCF/E has developed the following guidelines:

- Guidelines for Catechesis Formation (Revised 2010)
- Guidelines for Catechesis, Grades 1-8 (1998)
- Guidelines for Curriculum, Grades 1-6 (1998)
- Guidelines for Curriculum, Grades 7-8 (2001)
- Guidelines for Catechesis for High School Youth, Grades 9-12 (2002)
- Guidelines and Resources for the RCIA (1998)
- Guidelines for the Sacrament of Baptism (1999)
- Guidelines for the Sacrament of Reconciliation (1999)
- Guidelines for the Sacrament of Eucharist (2000)
- Guidelines for the Sacrament of Confirmation (2002)



To access these on the internet, go to www.dioceseofbmt.org. Go to Resources>Catechetical Guidelines. We can provide hard copies of the guidelines if needed.

5. CEMI (Catholic Education and Ministry Institute)

CEMI offers two types of educational programs for the lay ecclesial ministers and adults of our diocese, CEMI Workshops and CEMI Courses in Theology or Scripture. Certification by the OLCF/E is available through the CEMI workshop and courses for Parish Catechetical Leaders and parish catechists.

6. Safe Environment

**PARISH CATECHETICAL LEADERS' RESPONSIBILITIES
RE: THE USCCB "CHARTER FOR THE PROTECTION OF CHILDREN
AND YOUNG PEOPLE" (8/2008)**

The United States Conference of Catholic Bishops (USCCB) CHARTER includes:

ARTICLE 12. Dioceses/eparchies are to **maintain “safe environment” programs** which the diocesan/eparchial bishop deems to be in accord with Catholic moral principles. They are to be conducted cooperatively with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, volunteers, and others about ways to make and maintain a safe environment for children and young people. Dioceses/eparchies are to make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to children.

ARTICLE 13. Dioceses/eparchies are to **evaluate the background** of all incardinated and non-incardinated priests and deacons who are engaged in ecclesiastical ministry in the diocese/eparchy and of all diocesan/eparchial and parish/school or other paid personnel and volunteers whose duties include ongoing, unsupervised contact with minors. Specifically, they are to utilize the resources of law enforcement and other community agencies.

Every year the Diocese is audited on its compliance with the CHARTER, and especially its compliance with Articles 12 & 13 above.

Safe Environment Training of Religious Education Students in the Diocese of Beaumont

Before training begins, PCLs must first have the permission from parents for their child(ren) to participate in the safe environment program. A sample letter to parents is attached, and with this letter to parents of *new* students the “Keeping Kids Safe” brochure is enclosed.

[Supplies of these brochures were distributed to PCLs, but when the supply is low the PCL is to notify the diocesan Safe Environment Training Coordinator in *early August* so additional brochures can be prepared for distribution at the first PCL gathering for the pastoral year. We make every effort to avoid postage costs of mailing materials.]

Important: Those parents who do NOT give permission for the safe environment training must also return with the permission slip the signed segment of the “Keeping Kids Safe” brochure. Staple these together and retain them for the audit report. New: (8/2010) A parent who “vetoes” the training of a child must also be given a copy of the age-appropriate training lesson and the opportunity to use the video (if the parent wishes to use the video at home with the child). The lesson plans for “Pete’s Sake, Tell” and for “Tricky People” will be sent to you in a separate e-mail for your convenience. Those who have taken the Learning About Life Training can copy and supply parents with the appropriate grade level lesson. PCLs can also direct parents to the “On-line Training for Parents” that is on the diocesan website (www.dioceseofbmt.org), under the “Safe Environment” tab. This on-line training will also give parents the tools and vocabulary to provide safe environment training to their children.

Each pastoral year, within the first 8 weeks of classes after attendance is stabilized, religious education students in designated grade levels are provided age-appropriate safe environment training. In 2005, the diocese provided to all PCL’s the videos, lesson plans, and training materials/handouts.

Current Designated Grade Levels to receive training each year

(Revised 8/2009)

Grades 1 & 2: “For Pete’s Sake, Tell” OR the “Learning About Life” program (Repeated with 2nd graders for reinforcement)

Grade 5: “Tricky People” OR other approved program, including the “Learning About Life” program

Grades 7 & 10: “Breaking the Silence” OR the “Learning About Life” program (Repeated with 10th graders for reinforcement)

[If a parish needs replacements of any of the above 3 videos, contact the diocesan Safe Environment Training Coordinator to purchase them.]

Also provided to each parish during the August 23, 2008 PCL Gathering was the resource book *Learning about L.I.F.E. — Love, Infatuation, Friendship, Exploitation*, by Sr. Kieran Sawyer, SSND. Sister was the main presenter at the Gathering. This book gives a context for the safe environment training and provides the PCL with numerous training tips, resources, and age-appropriate handouts that can be utilized also with the parish safe environment training of religious education students.

New (8/2010): Grades not scheduled for safe environment training: If you receive NEW students this year (never been in your religious education program until now) in grades not scheduled to be trained, please include these NEW students in a training class near their age level. (E.g. Grades 3 & 4 are not scheduled to be trained, but if you receive a NEW student (e.g. just moved into your parish) in grade 3, include that NEW student in the training with the 2nd graders, and record that trained student on your report for grade 3. If you have a NEW student in grade 4 or 6, include that NEW student in the training with grade 5. If you have a NEW student in grades 8, 9, 11, 12, include the NEW students in the training for grade 7 or 10.)

PCL Audit Report of Training Completed

No later than the week before Christmas, the PCL submits the audit report that is e-mailed through the Office of Lifelong Catholic Formation/Education in September. The completed report is submitted to the Chancellor of the Diocese so it can be included in the annual diocesan audit report to the U.S. Bishops’ Conference (USCCB). A copy of the report is provided by the PCL to one’s pastor, and a copy is also maintained in the PCL files.

* If any parent did not give permission for his/her child(ren) to receive the safe environment training, the PCL submits the permission slip and the signed segment of the “Keeping Kids Safe” brochure with the audit report to the Chancellor. Questions about this audit report can be directed to the Chancellor at (409) 924-4304.

Background Screening and Training of all employees/volunteers who will work with children & youth:

Clarify with your pastor whether he wishes you to do the background checks for the volunteers in the Religious Education program or whether he wants an office staff person to do this. Background results have to be safeguarded for privacy reasons.

Every person who works with children and youth must meet at least two requirements.

- 1) The person must first have the required background checks. Go to the diocesan website (www.dioceseofbmt.org), click on the SAFE ENVIRONMENT tab, and select “Background Checks” from the drop-down menu. This clearly explains the steps to take for the screening and selection of employees and volunteers. [Note: The process may be adjusted within the next year (2011), so be sure to re-check the website for changes.]

Background checks expire (and have to be re-done) according to the following schedule:

State Criminal Convictions check - every 7 years
National Sex Offender check - every 7 years
(If applicable) Driving record check - every 3 years

- 2) The person must also attend the “Protecting God’s Children” (PGC) training for adults within the first 60 days of employment / volunteer service OR provide a copy of the “Certificate of Participation” from a previous PGC training. [The description of “who must attend” and the schedule of PGC trainings are on the diocesan website under the SAFE ENVIRONMENT tab/ ”Awareness Training Sessions.”] If a person does not attend the PGC training within 60 days (or provide a copy of the Certificate), that person may not have access to children or youth until he/she complies with the requirement.

Once the person has attended the PGC training, a “Certificate of Participation” is e-mailed to each parish so the parish secretary can make copies for the files and for the PCL, after which the original certificate is given to the person. That person is to safeguard the certificate, because he/she is responsible to provide copies to other church entities where he/she may serve.

Documentation verifying compliance with both requirements is to be retained in the parish files.

[Optional: To assist the PCL to track individuals and the dates each requirement was met, a sample tracking form is attached. The PCL may wish to keep the information on the computer for easier maintenance. Update the form at the beginning of each pastoral year.]

Parish Administration Audit Report

Each Spring, the Parish Office submits to the Chancellor a “Parish Administration Audit Report” providing the number of all employees and volunteers of the parish, the number who have had background checks, and the number who have attended the PGC training. You as PCL will have to supply these statistics for the religious education program to the parish office for its comprehensive report. If the two requirements for a particular person have not yet been completed at that time, provide the parish office with an explanation, which will be forwarded to the Chancellor. Questions about this audit report can be directed to the Chancellor at (409) 924-4304.

"PROTECTING GOD'S CHILDREN"
SEXUAL ABUSE PREVENTION PROGRAM & FILMS
Religious Education Program of (Insert Parish Name)

(Insert Date of Letter)

Dear Parents:

As required by the U.S. Bishops' Conference CHARTER FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE, we designate one religious education class each Fall to educate our students about safe environment and give them the tools they need to protect themselves. Part of our diocesan safe environment program is to provide age-appropriate information on sexual abuse prevention to the children. [Please note: this is **NOT** a sex education program.] You, as parents, play a major part in the prevention of sexual abuse, and we invite you to be present with us as we present this program. The "On-line Training for Parents" that is on the diocesan website (www.dioceseofbmt.org), under the "Safe Environment" tab will assist you to discuss these matters with your children.

- Parents are invited to attend the session, held during the religious education class.

Our Program: *(Tailor as necessary, e.g. "Learning About Life," etc.)*

<u>GRADES</u>	<u>VIDEO</u>	<u>WHERE</u>	<u>WHEN</u>
1 & 2	"For Pete's Sake, Tell!"	Room #	Date & Time
5	"Tricky People"	Room #	Date & Time
7 & 10	"Breaking the Silence"	Room #	Date & Time

Please return this permission form below no later than —(date)—. If this form is not returned, we will assume that we have your permission for your child(ren) to participate in the program and view the video.

Child's Full Name: _____ Grade _____

Child's Full Name: _____ Grade _____

Child's Full Name: _____ Grade _____

_____ **YES** I give my permission for my child(ren) to participate in the safe environment program and view the video.

_____ **NO** I do not want my child(ren) to participate in the safe environment program or view the video. I am aware of the training resources for parents on the diocesan website. *[Parent must also sign the "Statement of Completion of Training" segment of the "Keeping Kids Safe" brochure and attach it to this permission form. Parent must also be given a copy of the age-appropriate lesson plan to use with the child at home.]*

Parent's Signature

Date

EXHIBITH J-h (Spanish)

Forma de inscripción en la cual los padres/tutores delegan la responsabilidad de su hijo(a)

_____ **Diócesis de Beaumont** _____
Parroquia / Escuela _____ Apellido _____

UTILIZE LETRA DE IMPRENTA

NOMBRE _____ SEXO _____
Apellido _____ Nombre _____ Segundo Nombre _____ Masculino _____ Femenino _____

Dirección _____ Tel: _____
Calle o P.O. Box. _____ Ciudad _____ Estado _____ C. Postal _____

Padre _____ Nombre _____ Dirección de Trabajo _____ Teléfonos, trabajo, Celular, etc. _____

Madre _____

Proporcione el nombre de dos familiares o vecinos quienes pueden ser responsables de su hijo(a) en caso de que no se pueda comunicar con ustedes.

EXHIBIT J-i

**UNIVERSAL FIELD TRIP
AND/OR YOUTH ACTIVITY RELEASE FORM**

Assumption of Risk, Hold Harmless and Indemnity Agreement

Name of Youth: _____

Parish/School: _____

I/We, the parent(s)/guardian(s) of _____ request that the
School and/or Parish allow my/our son and/or daughter to participate in the following
activity/trip: _____

IN CONSIDERATION OF THE EDUCATIONAL INSTRUCTION MY/OUR CHILD WILL

EXHIBITH J-i (Spanish)

**Hoja de Permiso Universal de Viajes,
Excursiones y Actividades de Jóvenes**

Forma de conveniencia de responsabilidad y riesgo o/y peligro

Nombre de el/la Joven _____

Parroquia/Escuela _____

Yo/Nosotros los padres/tutores de _____
pedimos que la parroquia/escuela permita a nuestro hijo(a) participar en el siguiente
viaje/actividad _____

EN CONSIDERACIÓN A LA INSTRUCCIÓN EDUCATIVA QUE MI/NUESTRO

EXHIBIT J-k

UNIVERSAL ATHLETIC RELEASE

Athlete's Name

Date of Birth

My/Our child wishes to participate in the sport of _____
in the _____ School sports program during the 20__ - 20__ season.

I/We realize that there are risks involved in this participation. I/We recognize the
possibility that my/our child may die, become paralyzed, or suffer brain damage or other

EXHIBIT J-o

INCIDENT/ACCIDENT REPORT FORM

Date: _____ Date of Incident: _____ Time of Incident: _____

Type of Incident: Auto: _____ Bodily Injury: _____ Property Damage: _____

Parish/School: _____ Parish/School #: _____

Location where incident occurred: _____

Name of injured party/parties: _____

EXHIBIT J-q

DRIVER INFORMATION SHEET

Driver

Name _____

Address _____

Driver's License # _____

Date of Birth _____

Social Security # _____

Phone # _____

Date of Expiration _____ State _____

In order to provide for the safety of our students or other members of the parish and those
we serve, we must ask each driver to list all accidents or moving violations they have had
in the past five years: _____

8. Catechist List

Every October the OLCF/E requests an updated list of all catechists, and their mailing addresses. This information is used for tracking catechist certification and sending out the yearly brochure for our January Catechetical Workshop/Retreat.

9. Certification Programs

A. Certification for Parish Catechetical Leaders

CEMI Certification for Formational Ministry is a program for those already ministering or preparing for a catechetical leadership position responsible for all parish catechetical programs and those involved in a particular area of catechetical ministry - Adult Education, RCIA, Junior High and High School Youth, and Children.

Participants are required to complete the Catechetical Administration Course, the CEMI Courses in Theology and the Orientation for Ministry Workshop. The level of certification a person wants to work towards and the area of concentration will determine the required workshops and appropriate sessions from the Catechetical Administration Course. For more information on this program contact Lorraine.

Additional certification programs provided by other diocesan offices are:

1. Catholic Labor School
2. Certificación Básica de Pastoral Hispana
3. Parish Ministry for Liturgy and/or Music Coordinator
4. Parish Social Ministry
5. Pastoral Minister
6. Scripture Study Leader
7. Stewardship Ministry
8. Youth Ministry

B. Certification for Catechists

According to diocesan guidelines, all catechists who minister in our parishes and missions, whether in early childhood, primary, intermediate, early/late adolescents, and adult formation programs, including RCIA, should be certified or working towards certification. Certification consists of three levels (see *Guidelines for Catechesis Formation*).

10. RCIA and RCIA adapted for Children and Youth

The OLCF/E director and associate, and other members of the Diocesan RCIA Commission are available to give workshops with some advance notice required. We also provide training for parish RCIA Teams such as the RCIA Intensive Weekend.

11. Adult Confirmation

The OLCF/E provides a Confirmation program for adult Catholics, 18 years of age and older, who have received the sacraments of Reconciliation and Eucharist. This is a nine-session program during which adults prepare to be confirmed by Bishop Guillory. If you have adults interested in being confirmed, call Lorraine.

12. Websites of Interest for Catechesis and Social Justice

The OLCF/E has compiled a list of links to websites regarding topics ranging from Catechesis to Catholic Social Justice, and many more. You will find the link on the office page of the diocesan website (see front cover for direct link to OLCF/E).

13. *University of Dayton VLCFF*

The Virtual Learning Community for Faith Formation allows us to provide long distance courses to be taken online. There are instructions below on how to register. As a partner diocese with the University of Dayton, all the adults in our diocese receive a discount. The OLCF/E has grant money available to pay for half of the cost of a course for PCLs. If you are interested in applying for this money, please contact Lorraine.

How to register online

1. Website address: <http://vlc.udayton.edu/> and from the VLCFF Home page click on **Registration**
2. From registration page click on **Create A User profile**
First page will be VLCFF Member Agreement, Click on **I Agree**, a dialog box where you will create a user name and pass word for your use, please click on **log in**
3. This will bring you to the page Edit My Profile, fill in the appropriate blanks, under the blank space *Diocese*, click on the arrow and it will bring up a listing of Dioceses, click on the Diocese of Beaumont (under the blank space *Special Partner* do not enter anything) Click on **Submit Profile**
4. The My VLCFF Start Page will appear, to the right in the box is a listing titled Click here to Register for a Course, Click on **Click Here**
5. The Register page will appear next, to review the payment refund policy Click on: **Click here to review the payment/refund policy**, please return to the Register page, by clicking on **Close**
6. The Register page will also show a listing of classes that are available to you. Pick the class you would like to take, by clicking on the **Register** box to the right of the listed class
7. The Register Payment Code page will appear, click **next** to continue or click **cancel** if you do not wish to register for this class
8. If you click **next** the Register non-Diocesan Partnering Organizations page will appear, leave the field blank and click **next**
9. The Register Diocesan Partners page will appear, The Diocese of Beaumont (TX) should appear in the dialog box, if this is correct click **next**, if the dialog box is empty you will need to return to the User profile page and add the Diocese of Beaumont to the Diocese dialog box, please click **next** to continue
10. The Register Confirm Registration page will appear, if all information on this page is correct click **confirm**
11. A confirmation page should appear. You will also receive a confirmation by e-mail. Please save your username and password.

Listed below are the CEMI Courses in Theology required for Certification and the courses from the University of Dayton VLCFF program that can be substituted for the CEMI course and will be accepted towards Certification. If you take a course through CEMI you must complete the required book work to gain full credit. If you take and complete a course online through the VLCFF program no additional book work is required to gain full credit. If you complete the courses listed in **bold** (in the box) under the VLCFF column you will receive a Certificate in Catechesis from The University of Dayton **and** from the Diocese of Beaumont, with the addition of the course - **A Pastoral Approach to Culture**. If you take courses from CEMI and VLCFF the certificate will come from the Diocese of Beaumont and you will be required to take all the Courses in Theology listed under CEMI.

CEMI Courses in Theology

University of Dayton - VLCFF

(All are required for Certification.)

(Certificate in Catechesis)

Foundations of Theology

A Survey of the New Testament

A Survey of the Old Testament

Christology

Ecclesiology: Church History and Theology

Sacramental Theology

Psychological and Faith Development

Contemporary Christian Spirituality

Moral Theology and Conscience Formation

Comparative Christianity

The Social Justice Teachings of the Church

Liturgy I: Introduction to Liturgy AND
Liturgy II: The Work of the People

Liturgy III: Liturgy as Transforming

The Parables of Jesus _____*

Survey of Catholic Doctrine

Introduction to Scripture

Scripture: New Testament

Scripture: Old Testament

Images of Jesus

Ecclesiology: Beginnings of the Church

Sacraments

Faith and Human Development

Spirituality of the Catechist

Introduction to Practical Morality

Introduction to Prayer

Introduction to Catechesis

A Pastoral Approach to Culture

Ecumenism

Catholic Social Teaching 1 AND 2

Introduction to Liturgy

On Bended Knee

_____ * Indicates no course substitution at this time

14. Book Resource Library

The Book Resource Library is open to all people in the diocese. A listing of the books can be accessed and downloaded through the Office Website at <http://www.dioceseofbmt.org/lifelong/index.html>

Directions:

- Under “Resources” click “Audio/Video and Book Library”
- Locate either the “Video/Audio Library” or “Book Library”
- Click “Compressed Access 2000 Database” for whichever library you are seeking
- Choose “open” to look at once, or “save” to store it on your computer
- All materials (except those books marked Reference-Noncirculating and some resource materials) may be checked out for two weeks.

Categories

Resources/Spirituality

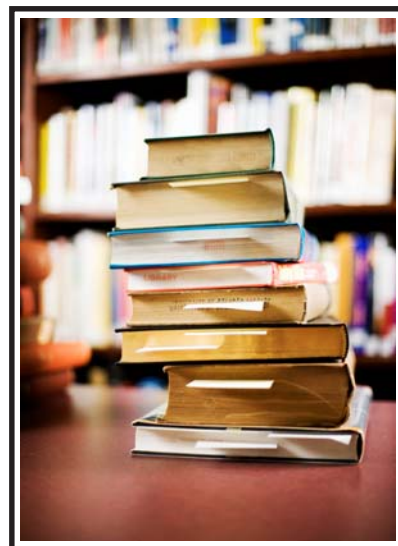
Advent/Lent/Christmas/
Easter
Bible Study
Bishop/Papal Documents
Children Storytelling
Evangelization
Feminine Theology
Grief/Healing
History
Junior High Resources
Ministry
New Testament
Old Testament
Parenting
Prayer
Preaching/Storytelling
Psychology
Saints
Scripture General
Social Justice
Spiritual Direction
Spirituality
Stewardship
Theology
Vocations
Young Adult
Youth

Catechetical Resources

Adult Formation
Bilingual Resources
Catechisms
Children’s Catechesis
General Catechesis
Human Sexuality
Intergenerational
Sacraments General
Special Education
Morality
Multicultural

Textbooks and Resources

Baptism/Post Baptism
Confirmation
Elementary
Junior High
Lectionary Based
RCIA
RCIA Adapted C/Y
Reconciliation/Eucharist
Senior High

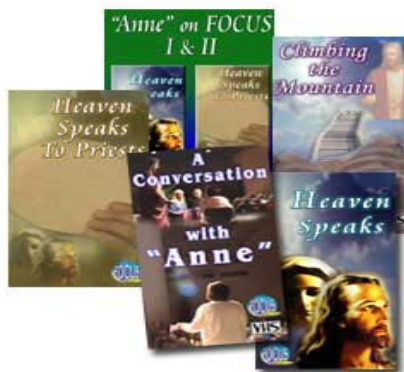


15. DVD/Video/Audio Resource Library

DVD/Video/Audio library materials may be accessed through parish leadership of educational and service organizations. If mailed to parishes which are at a distance from the Catholic Pastoral Center, the only cost that will be charged is to cover processing and postage for DVDs, videos, tapes or CDs. The charged fee will be \$3.00 per DVD/video or tape/CD. The normal loan period is two weeks. Parishes will be responsible for replacing lost DVDs/videos or tapes/CDs. See previous page for directions on how to access the DVD/Video/Audio Resource Library database.

Audio Categories

Bishop/Papal Documents
Catechesis (including presenters from each NCCL Conference since 2000)
Ecumenism
Evangelization
Hispanic Catechesis
Rev. Michael A. Jamail
Music
RCIA
Sacraments
Scripture
Social Justice
Spirituality
Stewardship
Technology
Theology



DVD/Video Categories

Advent	Sacraments
African American Ministry	Saints
Biography	Scripture
Catechist Formation	Self-Help/Psychology
Christmas	Social Justice
Christian Morality	Spirituality
Computer Program Instructions	Stewardship
Doctrine	Synod
Easter	Vatican II
Ecumenism	
Hispanic Ministry	
History	
Lent	
Parish Ministry	
PCL Gatherings	
Prayer	
Publishers	

