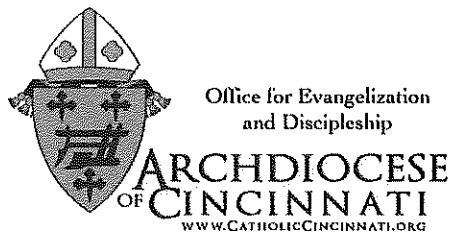


Religious Education & Catechetical Policies



Policies promulgated through January 2012

CATECHETICAL PERSONNEL

2000.00 CATECHETICAL LEADER

2000.01 PARISH AND SCHOOL

Each parish and school must have a designated catechetical leader.

APPROVED by ACOE: 3/9/98

2000.02 HIRING A CATECHETICAL LEADER

Parishes seeking to hire a catechetical leader to administer their catechetical programs should consult with the Office for Evangelization and Discipleship.

APPROVED by ACOE: 3/9/98

2000.03 SALARY

Parishes should use the archdiocesan "Compensation Recommendations" for catechetical leaders in order to determine an appropriate and fair salary. (Contact the archdiocesan Office of Human Resources.)

APPROVED by ACOE: 3/9/98

2000.04 CATECHETICAL LEADER CERTIFICATION

All who administer parish or private elementary school catechetical programs, whether full-time or part-time, paid or volunteer, should follow the archdiocesan Vocare certification process.

APPROVED by ACOE:

2000.05 PERFORMANCE APPRAISAL

The pastor should regularly conduct an appraisal of the performance of the catechetical leader.

APPROVED by ACOE: 3/9/98

2000.06 DISMISSAL

Pastors seeking to dismiss a catechetical leader are to follow archdiocesan guidelines.

(See *Human Resources Policy Guidelines for Parishes*.)

APPROVED by ACOE: 3/9/98

2001.00 CATECHIST

2001.01 CHURCH STATUS

Teachers of religion, by nature of their designation, are to be people who practice their faith and are in full communion with the Catholic Church.

APPROVED by ACOE: 3/9/98

2001.02 CATHOLIC SCHOOL TEACHERS

All teachers employed by the Catholic schools are to have a basic understanding of and respect for the teachings of the Catholic tradition and the role of the school in the students' formation.

APPROVED by ACOE: 3/9/98

2001.03 CATECHIST CERTIFICATION
Teachers of religion, whether full-time or part-time, paid or volunteer, in parish catechetical programs, Catholic elementary schools or the RCIA are to fulfill the requirements of the Vocare catechist certification process.
APPROVED by ACOE: 3/9/98

2001.04 OCSAA ACCREDITATION
To meet the requirements of the Ohio Catholic School Accreditation Association in the Archdiocese of Cincinnati, Catholic elementary school teachers who are teaching religion must maintain current certification in the Vocare catechist certification process.
APPROVED by ACOE: 3/9/98

2002.00 CATHOLIC HIGH SCHOOL RELIGION PERSONNEL

2002.01 DEPARTMENT CHAIRPERSON
Each Catholic high school must have a designated certified religion department chairperson. The chairperson should have or should be working toward a master's degree in theology, religious education, religious studies, or pastoral studies before appointment and have at least three years of experience as a religion teacher at the high school level.
(See Guidelines for Catholic High School Religion Teacher Certification.)
APPROVED by ACOE: 3/9/98

2002.02 HIGH SCHOOL RELIGION TEACHER CERTIFICATION
All who teach religion in a Catholic high school must meet the certification requirements of the archdiocese or must achieve certification within four years of beginning to teach religion.
(See Guidelines for Catholic High School Religion Teacher Certification.)
APPROVED by ACOE: 3/9/98

2002.03 TEACHERS PURSUING CERTIFICATION
All who teach religion in a Catholic high school, who are not yet certified, must earn a minimum of three college semester hours (4.5 quarter hrs.) annually until they achieve certification.
APPROVED by ACOE: 3/9/98

2003.00 STAFF SPIRITUAL ENRICHMENT

2003.01 ANNUAL IN-SERVICE
Each Catholic school and parish catechetical program shall include in its plan an annual in-service devoted to the spiritual enrichment of the staff.
APPROVED by ACOE: 3/9/98

2004.00 **AIDS/HIV**

2004.01 **RESPONSIBILITY**

Each instance of AIDS/HIV infection involving a student shall be treated as a strictly confidential and individual matter. Decisions regarding the student shall take into account Christian concern and compassion, community health and well-being, and individual privacy and needs. Information concerning HIV-infected persons will be divulged strictly on a need-to-know basis. (Catholic School Office Education Policy #311.07)

APPROVED by ACOE: 11/15/10

2005.00 **CHILD PROTECTION**

2005.01 **RECOGNIZING AND REPORTING ABUSE**

All persons who have regular, significant contact with children must comply with the policies, procedures and recommendations of the archdiocese as found in the *Archdiocesan Decree on Child Protection*.

APPROVED by ACOE: 3/9/98

CATECHETICAL PROGRAMMING

2100.00 CATECHETICAL ORGANIZATION

2100.01 VISION/MISSION

The parish catechetical program should have a written mission statement consistent with the parish vision.

APPROVED by ACOE: 3/9/98

2100.02 EDUCATION COMMISSIONS

Each parish must have an Education Commission that is responsible for the lifelong catechesis of its parishioners.

APPROVED by ACOE: 3/9/98

2100.03 PARISH

Each parish should provide a formal catechetical program for its members from early childhood through adulthood.

APPROVED by ACOE: 3/9/98

2100.04 SCHOOL

Each Catholic school must provide a formal religious education program for all its students.

APPROVED by ACOE: 3/9/98

2100.05 ADOLESCENT CATECHESIS

Adolescent catechesis must be a component of a total youth ministry approach.

*(See *Forming Young Disciples: Guidelines and Resources for Parish-Based Evangelization and Catechesis for Adolescents.*)*

APPROVED by ACOE: 3/9/98

2100.06 PARISH RELIGIOUS EDUCATION HANDBOOKS

All parishes must develop religious education handbooks for staff and for parents and students.

*(See *Considerations When Writing Parish Religious Education Handbooks.*)*

APPROVED by ACOE: 3/9/98

2100.07 SOCIAL MEDIA

All catechetical leaders and catechists must abide by the Archdiocese of Cincinnati Social Media Policy (May 2017).

(See the website of the Office of Human Resources.)

APPROVED by ACOE: 11/15/10

2100.08 RECORDS AND RETENTION POLICY

All catechetical leaders must abide by the Records and Retention Policy of the Archdiocese of Cincinnati. Annual and one/time event records are to be kept for the duration of that school year plus 2 years from end of school year.

(See the web site of the Office of Human Resources, especially Section K on Permission and Release Forms.)

APPROVED by ACOE: 11/15/10

2101.00 **CURRICULUM**

2101.01 **GUIDELINES**

All catechetical efforts in the archdiocese must comply with the archdiocesan curriculum guidelines.

(See *Graded Course of Study for Early Childhood and Elementary Catechetical Programs* and *Forming Young Disciples: Guidelines and Resources for Parish-Based Evangelization and Catechesis for Adolescents*.)

APPROVED by ACOE: 3/9/98

2101.02 **RELIGION TEXTBOOK SERIES**

All textbook series used in children's catechetical programs should be chosen from the Conformity Listing of Catechetical Texts and Series from the Subcommittee on the Catechism of the United States Conference of Catholic Bishops.

APPROVED by ACOE: 1/9/12

2101.03 **RESPECT LIFE PROGRAMS**

All catechetical efforts should incorporate a respect life component that includes the Catholic perspective on sexuality.

APPROVED by ACOE: 3/9/98

2101.04 **CHRISTIAN SERVICE**

All catechetical efforts should encourage and provide various opportunities for children and youth to serve others.

APPROVED by ACOE: 3/9/98

2101.05 **SOCIAL JUSTICE ISSUES**

All catechetical efforts should include opportunities to discuss and act upon the many social justice issues confronting the world today.

APPROVED by ACOE: 3/9/98

2102.00 **PARTICIPATION IN RELIGIOUS EDUCATION PROGRAMS**

2102.01 **CATHOLIC SCHOOLS**

Every child/youth must participate in the school's formal Catholic religious education program.

APPROVED by ACOE: 3/9/98

2102.02 **PARISHES**

Every child/youth should participate in some form of catechesis recognized/ approved by the parish.

APPROVED by ACOE: 3/9/98

2102.03 **PERSONS WITH DISABILITIES**

Persons with disabilities should be provided opportunities to participate in school and/or parish catechetical programs to the fullest extent appropriate.

APPROVED by ACOE: 3/9/98

2103.00 **TIME ALLOTMENTS**

2103.01 **PARISH CATECHETICAL PROGRAMS**

Classes in parish catechetical programs (early childhood, elementary, high school) are to meet a minimum of 30 clock hours per year.

APPROVED by ACOE: 3/9/98

2103.02 **CATHOLIC ELEMENTARY SCHOOLS**

The minimum time allotments for instruction in the Catholic faith are to be strictly followed. (No more than one-fifth of all classroom religion time may be used for a Mass, Penance service, or a like celebration.)

APPROVED by ACOE: 3/9/98

2103.03 **CATHOLIC HIGH SCHOOLS**

For religion courses, 120 clock hours of classroom instruction per year (one Carnegie unit) are required. Students must take part in a religion class held on the campus of the Catholic high school each semester. Students who fail a religion course may be permitted to make up the credit by using one of the credit flex options.

APPROVED by ACOE: 11/14/2011

2104.00 **RESOURCES**

2104.01 **PROPER AUTHORIZATION FOR RESOURCE PERSONS**

Persons coming into the school or parish catechetical program (for children, youth, or adults) as promoters, participants, leaders/directors of student activities, or guest speakers must be authorized by the appropriate administrator. Prior to granting authorization, the appropriate administrator shall be responsible for ensuring that the persons uphold the teachings of the Catholic Church. If the persons are Catholics from outside the Archdiocese of Cincinnati, an acceptable letter of good standing must be obtained from their diocesan official or religious superior.

APPROVED by ACOE: 11/15/10

2104.02 **FACILITIES AND MATERIALS**

Adequate materials and facilities should be available to all those who staff and participate in catechetical programs.

APPROVED by ACOE: 3/9/98

2104.03 **BUDGETING**

Each parish must allocate an adequate portion of the parish financial resources to provide high quality catechetical programs.

APPROVED by ACOE: 3/9/98

2105.00 **LITURGY AND PRAYER SERVICES**

2105.01 **STUDENT PARTICIPATION**

Children and youth should have opportunities to prepare and participate in liturgies and prayer services as integral parts of their religious formation.

APPROVED by ACOE: 3/9/98

- 2105.02 **OPENING AND CLOSING CELEBRATIONS**
 Each academic year should open and close with a liturgy or prayer celebration.
APPROVED by ACOE: 3/9/98
- 2105.03 **HOLY DAYS**
 Children and youth should be adequately prepared to participate in the celebration of Holy Days.
APPROVED by ACOE: 3/9/98
- 2105.04 **PARTICIPATION IN THE LITURGY**
 Children and youth who are not Catholic may participate in the Eucharistic Liturgy as members of the assembly, ushers, greeters, musicians or in the presentation of gifts, etc., but not as Lectors, Eucharistic Ministers or Servers. *Documents on the Liturgy, 1963-1969, Conciliar, Papal, and Curial Texts.* #1010, Chapter One: General Principles, Section 8: Ecumenism.
APPROVED by ACOE: 3/9/98
- 2106.00 FAMILY INVOLVEMENT**
- 2106.01 **PARENT/GUARDIAN**
 All parish and school catechetical programs should provide opportunities for parents/guardians to become acquainted with and involved in the catechetical program.
APPROVED by ACOE: 3/9/98
- 2106.02 **HOME-BASED RELIGIOUS EDUCATION**
 Families who choose home-based religious education should follow the archdiocesan guidelines for catechesis and sacrament preparation.
 (See *Guidelines for Home-Based Religious Education.*)
APPROVED by ACOE: 3/9/98
- 2106.03 **RESPONDING TO FAMILY SITUATIONS**
 When developing catechetical programs, the varied situations of families should be taken into account.
APPROVED by ACOE: 3/9/98
- 2106.04 **FAMILY ROLE IN FAITH FORMATION**
 Parishes and Catholic schools should provide opportunities for parents to understand and assume their role in the faith formation of their children.
APPROVED by ACOE: 3/9/98
- 2106.05 **PARENT CONFERENCE**
 Catholic schools and parish catechetical programs should provide opportunities for parents to meet with catechists and exchange information pertinent to the student's progress in religious education.
APPROVED by ACOE: 3/9/98
- 2107.00 SACRAMENTS**
- 2107.01 **PREPARATION**
 Every parish should evangelize and provide catechetical instruction for those preparing for reception of the sacraments.
APPROVED by ACOE: 3/9/98

- 2107.02 **GUIDELINES FOR PREPARATION**
 Preparation for reception of the sacraments should follow the recommendations of the Archdiocese of Cincinnati.
 (See *Sacraments for Young People*.)
APPROVED by ACOE: 3/9/98
- 2107.03 **PARENT INVOLVEMENT IN PREPARING FOR SACRAMENTS**
 Every sacrament preparation program should provide assistance to parents/guardians in assuming their responsibility in preparing their children for celebrating the sacraments.
APPROVED by ACOE: 3/9/98
- 2107.04 **STUDENTS SEEKING ENTRANCE INTO THE CHURCH**
 When children of catechetical age are unbaptized, or are baptized in another denomination, catechists should follow the process for sacramental preparation found in *RCIA, National Statutes #18, #19, #30, and #31*.
APPROVED by ACOE: 3/9/98
- 2107.05 **BAPTIZED BUT UNCATECHIZED CATHOLIC CHILDREN**
 In cases of children of catechetical age, baptized Catholic, but uncatechized, catechists should follow the process for sacramental preparation found in *RCIA, National Statutes #18, #19, #30, and #31*.
APPROVED by ACOE: 3/9/98
- 2107.06 **FIRST CELEBRATIONS OF SACRAMENTS**
 First celebration of the sacraments should take place within the child's or youth's parish community.
APPROVED by ACOE: 3/9/98
- 2108.00 EVALUATION**
- 2108.01 **FORMAL PROGRAM EVALUATION**
 All parishes and schools should formally evaluate their total catechetical program at least once every five years.
APPROVED by ACOE: 1/13/03
- 2108.02 **NCEA ACRE INVENTORIES**
 The NCEA IFG-ACRE Assessment must be administered in every parish and school annually.
APPROVED by ACOE: 1/13/03
- 2108.03 **REPORTS TO PARENTS**
 A written report of a student's progress in religious education should be made to parents at regular intervals and a copy of such reports should be kept on file.
APPROVED by ACOE: 3/9/98
- 2108.04 **RECORD OF STUDENT PROGRESS**
 A Progress Report in religion should reflect the growth of the student in his/her ability to understand and to express the teachings of the Catholic Church.
APPROVED by ACOE: 3/9/98

ADULT FAITH FORMATION

2200.00 ADULT FAITH FORMATION

2200.01 IMPORTANCE

The faith formation of adults must be considered the chief form of catechesis. All the other forms must be in some way oriented to it.

(See *General Directory for Catechesis*, #59, #258, #275.)

APPROVED by ACOE: 3/9/98

2200.02 PROGRAMMING

Each parish should provide faith formation opportunities for all adults.

APPROVED by ACOE: 3/9/98

2201.00 LEADERSHIP

2201.01 STRUCTURE

Each parish should have a designated catechetical leader and an adult faith formation team responsible for the faith formation needs of adults.

APPROVED by ACOE: 3/9/98

2202.00 RESOURCES

2202.01 BUDGETING

Each parish must allocate adequate funds to meet the faith formation needs of adults.

APPROVED by ACOE: 3/9/98

2202.02 FACILITIES

Each parish should provide adequate facilities to meet the faith formation needs of adults.

APPROVED by ACOE: 3/9/98

2203.00 ASSESSMENT

2203.01 PROGRAM EFFECTIVENESS

Appropriate instruments are to be used to assess the needs of adults as well as to evaluate the effectiveness of the parish adult faith formation efforts.

APPROVED by ACOE: 3/9/98

The contents of this document were updated in July of 2017 to reflect changes in the religion teacher certification requirements.