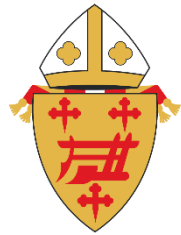


Religious Education & Catechetical Policies



ARCHDIOCESE OF
CINCINNATI

Center for the New Evangelization

Policies updated January 2021

CATECHETICAL PERSONNEL

2000.00 CATECHETICAL LEADER

2000.01 PARISH AND SCHOOL

Each parish and school must have a designated catechetical leader.

2000.02 HIRING A CATECHETICAL LEADER

Parishes seeking to hire a catechetical leader to administer their catechetical programs should consult with the Center for the New Evangelization.

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.)

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.

2000.05 PERFORMANCE APPRAISAL

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

2000.06 DISMISSAL

Pastors seeking to dismiss a catechetical leader are to follow archdiocesan guidelines.
(See *Human Resources Policy Guidelines for Parishes*.)

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.

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.

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.

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.

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.)

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.)

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.

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.

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)

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*.

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.

2100.02 EDUCATION COMMISSIONS

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

2100.03 PARISH

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

2100.04 SCHOOL

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

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.*)

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.*)

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.)

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.)

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.)

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.

2101.03 RESPECT LIFE PROGRAMS

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

2101.04 CHRISTIAN SERVICE

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

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.

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.

2102.02 PARISHES

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

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.

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.

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.)

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.

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.

2104.02 FACILITIES AND MATERIALS

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

2104.03 BUDGETING

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

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.

2105.02 OPENING AND CLOSING CELEBRATIONS

Each academic year should open and close with a liturgy or prayer celebration.

2105.03 HOLY DAYS

Children and youth should be adequately prepared to participate in the celebration of Holy Days.

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.

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.

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*.)

2106.03 RESPONDING TO FAMILY SITUATIONS

When developing catechetical programs, the varied situations of families should be taken into account.

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.

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.

2107.00 SACRAMENTS

2107.01 PREPARATION
Every parish should evangelize and provide catechetical instruction for those preparing for reception of the sacraments.

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*.)

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.

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*.

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*.

2107.06 FIRST CELEBRATIONS OF SACRAMENTS
First celebration of the sacraments should take place within the child's or youth's parish community.

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.

2108.02 **NCEA ACRE INVENTORIES**

The NCEA IFG-ACRE Assessment must be administered in every parish and school annually.

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.

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.

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.)

2200.02 PROGRAMMING

Each parish should provide faith formation opportunities for all adults.

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.

2202.00 RESOURCES

2202.01 BUDGETING

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

2202.02 FACILITIES

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

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.