

Professional Formation

*The voice of the Spirit,
which Jesus, on behalf of the Father,
has communicated to his disciples,
resounds in the very events of history.
Behind the changing data of present situations
and in the deep motives of evangelization,
it is necessary to discover
the genuine signs of the presence
or the purpose of God.*

*Such analysis must always be done
in the light of faith.
Availing herself of the human sciences,
which are always necessary,
the Church seeks to discover
the meaning of the present situation
within the perspective of the history of salvation.
Her judgments on reality are always a diagnosis of the need for mission.*

(GDC 31 and 32)

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Formation of Directors and Coordinators (GDC 140)

Requirements for Becoming a Director of Religious Education

Initially, the prospective Director of Religious Education must have a masters degree in an appropriate field such as religious education, religious studies, theology, catechetics, or a masters in any field with 24 graduate credits in religious studies or a related field. Any questions regarding the approval of the institution awarding the degree will be decided by the Director of the Catechetical Office.

A person with a masters degree in Education, can become a Director of Religious Education by taking the Advanced Catechetical Leadership Formation offered by the Catechetical Office. The content of the 5 theology courses may be taken from other Catholic Institutions which give the course material in equivalent content and hours.

Requirements for Becoming a Coordinator of Religious Education

Initially, the prospective Coordinator of Religious Education should have a bachelor's degree, and may have a masters in a field other than religious studies. The Coordinator does not have a master's degree in a field such as religious education, religious studies, theology. They should also have Catechist Certification Levels I and 2.

If a person who aspires to be a Coordinator does not have a bachelor's degree, they must at least have the minimum catechetical background of Catechist Certification, Levels I and 2.

Professional Formation and Training for Parish Directors and Coordinators of Religious Education (GDC 141)

The Catechetical Leadership Training Program offers ministry training and formation for those who have been appointed by their Pastors to the position of Director or Coordinator of Religious Education. The Program consists in the Basic Leadership Training Course and the Advanced Leadership Training Program.

The Basic Leadership Training Course (GDC 146)

The Basic Leadership Training Course is mandatory for all Directors and Coordinators of Religious Education new to the Archdiocese of New York. It consists in eleven six-hour training sessions given by the Archdiocesan Catechetical Office. It is completed within the person's first two years in the position. There are four general sessions for all parish catechetical leaders and seven specific sessions for the particular areas of catechetical responsibility.

The Advanced Leadership Formation (GDC 250)

The Advanced Leadership Formation is an academic program for Coordinators of Religious Education offered by the Archdiocesan Catechetical Office. It consists in 9 courses offered over a period of 3 to 4 years and gives an in-depth preparation in theology and catechetics, as well as in catechetical administration.

Directors should participate in those courses of the Advanced Leadership Formation that they have identified as lacking in their formation.

The Masters in Religious Studies (GDC 251)

To be a Director of Religious Education it is necessary to have a master's degree in an appropriate field such as theology, religious studies, catechetics, or a master's in any field plus 24 graduate credits in religious studies or a related field. A person with a masters degree in Education, can become a Director of Religious Education by taking the Advanced Catechetical Leadership Formation.

Also to be taken are the Basic Leadership Training Program and those components of the Advanced Leadership Formation which are missing in the Director's background and training.

Pre-requisites for enrollment in Catechetical Leadership Program:

- Appointment by a Pastor to a parish catechetical leadership position;
- Submission of the Personnel Record Form to Archdiocesan Catechetical Office;
- Interview with Director of Archdiocesan Catechetical Office;
- Interview with Regional Catechetical Director appropriate to the area of ministry;
- Completion of the *Catechist Formation Program, Levels 1 and 2*
(Directors take the level one methodology course appropriate to their ministry.)

Suggested Time Frame For Educational Process (GDC 145)

For Coordinators of Religious Education

First and Second Year:	Basic Leadership Training Program for Directors/Coordinators new to Archdiocese
Second, Third and Fourth Years:	Advanced Catechetical Leadership Training
Fifth Year:	Supervision

For Directors of Religious Education

First and Second Year:	Basic Leadership Training Course for Directors/Coordinators new to Archdiocese
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In order to begin the Supervision Process, a person must have worked as a Director or Coordinator of Religious Education for three years.

Contents of Basic Leadership Training Course (GDC 146)

Textbook: Archdiocesan Handbook for Parish Directors and Coordinators of Religious Education

Four General Sessions for all Parish Directors and Coordinators:

1. Introduction to Catechetical Mission and Office:

Purpose and Goal of the Church's Catechetical Mission and Vision
Archdiocesan Catechetical Office Leadership and Services
Overview of *Archdiocesan Handbook for Parish Directors/Coordinators*
Total Parish Catechesis as context for Religious Education
Job Descriptions Particular to each Parish Catechetical Leader

2. Family Catechesis:

All Catechesis as Family-centered
Methods and Models Approved for Family Catechesis Ministry
Responsibilities of Family Catechesis Coordinator and Team
Difference between Family Catechesis and Home Schooling in Religious Education
Additional Catechetical Experiences to Enrich Catechetical Program:

3. The Spirituality of Mission for Catechetical Leaders:

Day of Prayer on Mission of the Catechetical Leader as expressed
in the Catechetical Office Logo: Word of God and Fire of the Holy Spirit
Faith Sharing on the Call of the Lord to the Catechetical Ministry
Communal Commitment Ceremony

4. Catechesis and Contemporary Technology

Digital Technology as a Viable Means of Evangelization and Catechesis
Opportunities and Challenges of Current Technology
Effective, Appropriate Use of Social Media and Mobile Devices for Catechesis
Effective, Appropriate Use of Websites, Email, Software Programs for Catechesis

Seven Sessions Particular to Directors/ Coordinators of Religious Education:

5. Professional Practice

Legal Responsibilities of the Catechetical Program
Personnel Issues and Catechetical Office Files
Pastor Evaluation and Compensation
Budget Management
Development and Management of the Crisis Management Plan

6. Relationship with Catechist

Vocation of the Catechist and Mandate of the Church
Recruitment, Interview and Selection of Catechetical Personnel
Building Faith Community with Catechists
Regular Supervision of Parish Catechetical Personnel
Orientation to the Catechist Formation Program.
Catechist Handbook

7. Catechesis for Sacraments

First Penance and First Communion Preparation: Essential Elements of Program
Catechetical program as Context for Sacramental Preparation
Texts and Curriculum Materials for First Penance and First Communion
Role of Parents, Pastor, Parish Community, School Personnel
Preparation for the Liturgical Celebrations.
Introduction to RCIA and the Children's Catechumenate
Theology and Practice of Confirmation

8. Catechetical Program Development 1

Religious Education & Sacramental Preparation for Children/Youth with Special Needs
Working with the Families of Children with Special Needs
Introduction to Major Textbook Series for Elementary Religious Education
Archdiocesan Catechetical Guidelines for Grades 1 – 6,
Six Fundamental Tasks of Catechesis

9. Catechetical Program Development 2

Pre-school Catechesis and the Catechesis of the Good Shepherd
Religious Education for the Young Adolescent Learner
Teaching the *Archdiocesan Catechetical Guidelines for Grades 7 and 8*
Textbooks and Curriculum Materials for Junior High Age Youth
Preparation for Confirmation.

10. Communication Skills

The Relational Skills of the Parish Director/Coordinator
Public Speaking and Written Communication
How to Organize and Conduct Meetings for Staff and Parents
How to Prepare and Lead Prayer with Catechists, Parents and Other Adults.

11. Educational Basics

How to assist Catechists in managing the learning environment
How to Assist Catechists in Lesson Planning and the Use of Catechist Manual
How to assist Catechists in using *Archdiocesan Guidelines for Catechesis*
Student Homework, Evaluation and Testing, Record Keeping
How to Work with Parents to Assist Student Learning and Behavior

Advanced Leadership Formation
for Coordinators of Religious Education (*GDC 144*)

For Coordinators of Religious Education, the Advanced Leadership Formation is the second step in completing the *Catechetical Leadership Program*. There are nine courses each consisting of eight three-hour sessions. They provide in-depth preparation in theology, catechesis and catechetical administration. Coordinators are required to take all eight courses.

The pre-requisites for entrance into this program are completion of the Catechist Formation Program, Levels 1 and 2, and the Basic Leadership Training Course.

For Directors of Religious Education, most of the courses in this program have been taken in their Master's Program (in Theology, Religious Studies, Religious Education). Directors are urged to take the courses that they have not had in the Master's program.

For persons with a Masters in Education, completing the Advanced Leadership Formation will allow them to become a Director of Religious Education.

Contents of Advanced Leadership Formation

Development of the Christian Person

Studies the development of the Christian person according to Catholic spirituality and human psychology and provides a practicum in leadership styles.

Course Outline:

- The Family and the Development of the Person
- Cognitive Development
- Stages of Faith Formation
- Moral Development
- Forms of Prayer in the Catholic Tradition
- Spiritual Traditions especially the Ignatian “Contemplation in Action”

Christology

Provides an overview of the Church’s understanding of the person and mission of Jesus Christ as revealed in the Scriptures and the development of Christology in the history and tradition of the Church.

Course Outline:

- Christology of St. Paul
- Gospel Christologies
- Christology in Selected Other New Testament Writings
- Biblical Research on the Historical Jesus and the Christ of Faith
- Development of Christology in Church History especially the Ecumenical Councils
- Understanding of Jesus Christ through Prayer and Christian Mysticism

Church Documents

Presents the rich tradition of Church documents from the period of the early Church to the present with a special emphasis on the Second Vatican Council.

Course Outline:

- Church Documents: their purpose, author(s), types
- Vatican Council II
- Social Justice Documents
- Catechetical Documents

Morality

Presents Catholic morality and explores the criteria for moral decision-making

Course Outline:

Nature of Moral Theology:

- Faith and Morality
- Contemporary Moral Theology

Nature of the Human Person:

- The Human Person
- Freedom and Knowledge
- Sin and Kinds of Sin

Formation of Conscience:

- Moral Decision Making
- Discernment of Spirits

Criteria for Judgment:

- Scripture in Moral Theology
- Jesus and Discipleship
- Church Teachings on the Moral Life

Natural Law:

- Concept of Natural Law in Tradition and in Current Catholic Morality
- Law and Obedience
- Morality of Human Actions

Grace and Virtues:

- Grace: Its Meaning and Its Effects
- The Human Virtues
- The Theological Virtues
- The Gifts and Fruits of the Holy Spirit

The Church: Its History to the Present

Provides an exploration of the development of the Church as affected by sociological, political and historical factors:

Course Outline:

- Early Church: Pentecost to the Edict of Milan (313)
Council of Nicea

- Church in the Dark Ages: 4th through 10th Centuries
Council of Constantinople,
Council of Ephesus,
Council of Chalcedon

- Church in the Middle Ages: 11th through 15th Centuries
Lateran Council 4,
Council of Florence

- Reformation: 16th through 19th Centuries
Council of Trent,
Vatican Council 1

- Church in the 20th Century
Vatican Council II

-

History of the Sacraments

Presents the theological and historical development of the seven Catholic sacraments.

Course Outline:

- Baptism and Christian Initiation
 - Baptism in Middle Ages,
 - Baptism in Modern Times
- Confirmation and Christian Initiation
 - Age of Confirmation through history
 - Confirmation in Modern times
- Eucharist
 - From the Last Supper to the Liturgy
 - Development of the Liturgy through the centuries
 - Changes in the Eucharistic Liturgy after Vatican Council II
 - Constitution on the Sacred Liturgy: Vatican Council II*
- Penance
 - Repentance and Reconciliation in Early Christianity
 - Confession and Penance in Middle Ages
 - Sacrament of Penance in Modern Times
- Anointing of the Sick
 - Healing and Anointing in the Early Church
 - From Anointing of the Sick to "Extreme Unction"
 - Anointing of the Sick in Modern Times
- Marriage
 - Early Christian Marriage
 - From Secular to Ecclesiastical Marriage
 - Marriage understood as Sacrament
 - Marriage in Modern Times
- Orders
 - Christian Ministries in the Early Church
 - Development of understanding of "Orders": 3rd and 4th centuries
 - Holy Orders in the Middle Ages
 - Catholic Priesthood after the Reformation and the Council of Trent
 - Orders in the Church Today

The Catechetical Leader and Evangelizing Catechesis

Presents an overview of the Church's understanding of evangelizing catechesis, including the nature and the history of evangelization and catechesis and its multi-cultural context.

Course Outline:

- Development of Catechetical Ministry from Early Church to Present
- Evangelization and Catechesis
- The Changing Parish Landscape
- The Multi-cultural Catechetical Program
- Promotion of the Parish Catechetical Program.

Catechetical Leadership

Helps the Coordinator to identify personal leadership styles and skills and to explore ways to apply them in the Parish Program.

Course Outline:

- Inculturation
- Personality Types and Leadership Styles According to the Myers Briggs Inventory
- Profiles of Catechetical Leader as presented in Archdiocesan Handbook
- Collaborative Leadership: Relational Skills as presented in Archdiocesan Handbook
- Supervision, Evaluation and Professional Guidance of Catechists
- Evaluation of Parish Catechetical Program and its Personnel

Communication and Administration Skills

Teaches the communication skills necessary for effective parish catechetical ministry, focusing on listening skills, interviewing, group management, effective oral and written communication, digital communication, public speaking and conflict management.

Course Outline:

- Oral Communication Skills and Skills in Public Speaking
- Written Communication Skills
- Listening Skills
- Group Management Skills
- Skills in Delegation
- Interviewing Skills
- Conflict Management Skills

Training Within the Regional Framework for Parish Directors and Coordinators of Religious Education

The Regional Director, through regional meetings and on-going formation presentations, as well as through continual individual mentoring and guidance, as a crucial role in the formation of the Directors and Coordinators in the region. The Regional Director trains them in the following sections of the Archdiocesan Handbook:

Relational Skills essential to the fulfillment of the Ministry, using
The Relational Skills section of the Archdiocesan Handbook

Job Description, using
Diagram for Total Parish Catechesis,
Authority Structures for the Catechetical Ministry
Coordination of Catechetical Program Pre-School through Eighth Grade
Monthly Calendar of Responsibilities

Preparing and following a Religious Education Budget, using
Worksheet for Catechetical Program Budget

Catechist Formation Program and Requirements for Catechist Certification, using
Catechist Formation section of Handbook
Observation & Evaluation of Catechist
Parish Handbook for Catechists
Personnel Guidelines for Catechists and Other Staff Members
Lesson Plan for Religious Education Session

Oversight of Program Curriculum, using
Archdiocesan Guidelines for Catechesis

Ongoing Instruction and Guidance in the Maintenance of a Safe Environment, using
The Directives from the Safe Environment Office
The Handbook section Administration for a Safe Environment

Catechesis for Students Outside Program Structure:
Sacramental Catechesis for Older Students
Basic Catechesis to Prepare children/youth to Join Age-Level Sessions
Religious Education for Children and Youth Who Cannot Be Mainstreamed

Use of the Internet and Social Media for Catechesis

All Directors and Coordinators of Religious Education, at whatever stage of formation they are, must continue to develop their abilities to use contemporary technology as a viable means for evangelization and catechesis. Catechetical leaders must have basic knowledge concerning the effective and appropriate use of contemporary media and communication technology tools for catechetical formation. They should be open to implementing new technologies as they develop. Catechetical leaders should avail themselves of online opportunities designed to introduce and/or update knowledge and use of technology.

The administrative guidelines for the use of the internet and social media for Catechesis are located on the Catechetical Office Website:

Go to: www.nyfaithformation.org/resources

Click on: *Computer and Online Resources.*

On-going Professional Development

After completing the Basic and Advanced Leadership Training, Directors and Coordinators of Religious Education are expected to continue their on-going formation by regular attendance at Regional meetings, conferences, workshops and study days sponsored by the Catechetical Office. Conference and travel expenses are to be included in the parish religious education budget or in the total parish budget for the continuing education of staff.

Supervision of the Director and Coordinator (GDC 157)

The Supervision Process is the last training segment required for Certification. The supervision component of the certification process offers the Director/Coordinator the opportunity for individualized professional assessment, guidance and training over a two-year period. The goal of this process is the professional growth of the Director/Coordinator such that the abilities and skills presented as normative in the *Archdiocesan Handbook for Directors and Coordinators* are developed to an adequate level.

The supervision component is overseen by the Director of Formation for Catechetical Leaders. The supervision itself is done by the Regional Catechetical Director or by another person appointed by the Director of the Catechetical Office.

Prerequisites

The person to be supervised must have worked as a Director/Coordinator for at least 3 years prior to beginning the supervision component.

The decision to enter into supervision is made by both the Regional Catechetical Director and the parish Director/Coordinator. If the Regional Director has a reservation regarding the suitability of the Director/Coordinator for certification, that person may not begin the process.

Steps to be Followed

1. Attendance at the required meeting to begin the supervision process. This meeting is held in September for all Directors/Coordinators in the Archdiocese who are to enter supervision.
2. An extensive self-assessment is made by the Director/Coordinator, based on the Profiles and Relational Skills of the Director/Coordinator as listed in Archdiocesan Handbook.
3. Using the completed self-assessment, the Regional Catechetical Director then evaluates the Director/Coordinator's skills and professional performance.

4. The Director/Coordinator and Regional Director meet several times to discuss the assessment results so that the final product reflects both evaluations.
5. The Director/Coordinator, with the person who will be the supervisor, chooses the focus of the two-year supervision, and together they plan how this specific area of professional growth will be worked on.

They also decide how all areas assessed as weak will be addressed and brought up to the “adequate” level. This is called a Growth Plan.

6. The Director/Coordinator will meet with the supervisor approximately every 6 weeks. Some of these visits may be on-site at the parish.
7. The Pastor will also be asked to evaluate the Director/Coordinator, both in writing and in a meeting with the Regional Director.
8. At the end of supervision, the Regional Director will make one of three recommendations:

Immediate Certification

Certification on Completion of Certain Aspects of the Growth Plan

Certification not Recommended at this Time

(This recommendation should be made as soon as it is obvious in the supervision process.)

9. Upon receiving the entire record of the supervision, the Director of Formation makes a recommendation regarding the person’s certification.
10. The final decision on the Director/Coordinator’s certification is made by the Director of the Archdiocesan Catechetical Office.

Certification (GDC 217-219)

By certification, the Archdiocesan Catechetical Office affirms that, to the best of its knowledge, the individual parish Director/Coordinator of Religious Education has met the standards expressed in the *Archdiocesan Handbook for Parish Directors and Coordinators of Religious Education*.

By participation in the certification process the Director/Coordinator has demonstrated the willingness to meet these standards.

By certification, the Director/Coordinator of Religious Education affirms that he/she intends to be an active member of a catechetical leadership community whose commitment to catechetical ministry reaches beyond the parish to the wider Archdiocesan Church.

Through certification, the Archdiocesan Catechetical Office identifies the Director/Coordinator as a significant member of the Archdiocesan Catechetical Leadership Community – those people who put their competencies and skills at the service of the Catechetical Mission of the wider Church.

Requirements for Certification

Completion of Application/Selection Process

Completion of the Basic Leadership Training Course

Regular Attendance at Regional Catechetical Meetings

Completion of Education required for Certification --

For Coordinator: Advanced Leadership Formation

For Director: master's degree in appropriate field

such as religious studies, theology or a master's in any field plus 24 graduate credits in religious studies or a related field. Also acceptable is a Masters in Education plus the Advanced Leadership Program.

Personal Invitation into the Supervision Process from the Archdiocesan Catechetical Office

Completion of two-year Supervision Process

In order to begin the supervision process, a person must have worked as a Director/Coordinator for three years.

Recommendation for Certification by the Regional Catechetical Director and by the Director of Formation for Religious Education Leaders

Approval for Certification by the Director of the Archdiocesan Catechetical Office.

Renewal of Certification (GDC 217-219)

Certification is for 5 years, after which time it must be renewed.

The requirements for the renewal of certification are:

- 30 class hours in catechesis or theology over 5 years (attendance at the *Archdiocesan Catechetical Forum* can provide up to 4 hours a year),
- yearly attendance at a spiritual renewal opportunity offered by the Archdiocesan or the Regional Catechetical Office for the purpose of providing opportunities for both personal prayer and spiritual sharing among catechetical leaders,
- regular attendance each year at regional catechetical meetings,
- yearly attendance at a minimum of one professional formation seminar/workshop sponsored by the Catechetical Office,
- exercising catechetical leadership beyond the parish for the sake of the vicariate or the Archdiocese (e.g. serving on a committee, teaching , mentoring),
- recommendation for Renewal of Certification by the Regional Catechetical Director and by the Director of Formation for Catechetical Leaders,
- approval for renewal of certification by the Director of the Archdiocesan Catechetical Office.



Handing On the Faith with Excellence
WWW.NYFAITHFORMATION.ORG

Formation and Certification Programs

for

Directors & Coordinators

of Religious Education

Personal Record

Name _____

Region _____

Educational Background

Degrees _____

Title _____
(Director/Coordinator/Assistant)

Application received _____

Interview with Director of Archdiocese Office _____

Basic Leadership Training Course

<i>Dates attended</i>	<i>Components</i>
_____	1. Orientation to Catechetical Mission & Office
_____	2. Family Catechesis
_____	3. Spirituality of Mission for Catechetical Leaders
_____	4. Catechesis and Contemporary Technology
_____	5. Professional Practice
_____	6. Relationship with Catechist
_____	7. Catechesis for Sacraments
_____	8. Catechetical Program Development 1
_____	9. Catechetical Program Development 2
_____	10. Communication Skills
_____	11. Educational Basics

Catechist Formation Program

For Coordinators Level I _____ (Date Completed)

 Level II _____ (Date Completed)

For Directors Educational Component _____ (Date Completed)

For Coordinators: Advanced Catechetical Leadership

Dates Attended

Components

1. Christology

2. Morality

3. The Church: Its History to the Present

4. History of the Sacraments

5. Church Documents

6. Development of the Christian Person

7. Catechetical Leadership

8. Communication and Administration Skills

9. The Catechetical Leader and Evangelizing Catechesis

Supervision Requirement

3 Years Experience as Director/Coordinator _____

Time Frame of Supervision Process _____

Name of Supervisor _____

Certification

Recommended by Regional Catechetical Director:

Date _____

Recommendation by Director of Formation of Catechetical Leaders:

Date _____

Approval by Director of Archdiocesan Catechetical Office:

Date _____



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Archdiocesan Catechetical Office, New York Catholic Center, 1011 First Avenue, New York, NY 10022 212-371-1000

PERSONNEL RECORD OF PARISH DIRECTOR / COORDINATOR OF

Check all that apply: _____ **RELIGIOUS EDUCATION** _____ **CATECHUMENATE (RCIA)**

NAME _____
(Last name) (First name) (Middle name)

HOME ADDRESS _____
(Street and number) (City) (State) (Zip code)

HOME TELEPHONE (_____) _____ **CELL PHONE** (_____) _____

EMAIL ADDRESS _____

Check what applies: _____ Lay _____ Priest _____ Deacon _____ Consecrated Religious

If Consecrated Religious, name of Religious Congregation _____

1. EDUCATIONAL BACKGROUND

Degree Major Concentration College /University Location Year Degree Received

PhD / M.Div				
MA +graduate credits				
MA				
BA +graduate credits				
BA				
Associate Degree				
Undergraduate credits				
Education in non-degree programs				
High School				

2. PLEASE ATTACH A COPY OF YOUR RESUME

Revised: May 2016

3. MINISTRY FORMATION / CERTIFICATION in the N.Y. Archdiocese

Program	Date of completion Certification	Area of Concentration: Elementary, Youth, AFF, RCIA	Comments
Level One Catechist Certification			
Level Two Catechist Certification			
Basic Leadership Training			
Advanced Catechetical Leadership			
Director/Coordinator Certification from another Diocese			

(For numbers 4, 5, 6... list experience in chronological order beginning with the present)

4. CATECHETICAL MINISTRY LEADERSHIP EXPERIENCE

Position	Institution (Parish / School)	Location (City / State)	Number of Years	Dates

5. OTHER ADMINISTRATIVE EXPERIENCE

Position	Institution	Location(City / State)	Number of Years	Dates

6. TEACHING EXPERIENCE

Position	Institution	Location(City / State)	Number of Years	Dates

10. REFERENCES (Supervisors from last 3 places of employment or volunteer work)

Name of Supervisor	Position	Institution	Location	Telephone

11. LETTER OF RECOMMENDATION: Pastor or Major Superior

Name of Pastor / Major Superior	Church /Religious Congregation	Location	Telephone

I hereby certify that the information I have provided in this personnel record form and any attached documents, is complete, true and correct to the best of my knowledge. I also agree that if any event occurs that would change the answers given above, I will report that immediately to my supervisor.

I authorize investigation of all matters contained in this personnel record form and agree that any misleading or false statements may result in termination. I hereby authorize my present/ past employers / supervisors to furnish the Archdiocese of New York, Catechetical Office, with information about my employment / volunteer history. I understand that the reference requested will be communicated on a confidential basis and that any information provided therein will not be shared with me. I further acknowledge that this personnel record form is not a contract of employment.

DATE

SIGNATURE OF APPLICANT

Send original to: Catechetical Office of the Archdiocese of New York, *1011 First Avenue, New York, New York 10022*
Attention: Director of Archdiocesan Catechetical Office

Revised: May 2016