Pastor's Guide to the
Selection and Hiring
of the Parish
Director/Coordinator
of Religious Education

taken from
Archdiocesan Handbook for Parish Directors and Coordinators of Religious Education

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Qualifications of the

Director and Coordinator of Religious Education
Qualifications for Director of Religious Education

*Director is competent to develop, to teach and to supervise all aspects of total parish catechesis.*

**Faith Qualities**
- Called by God
- Grounded in the Lord
- Faithful to the Church
- Committed to Community
- Oriented to Mission

*(See Appendix page iii for full description)*

**Education Requirements**

- Master’s Degree in appropriate field such as religious education, religious studies, theology, or master’s in any field plus 24 graduate credits in religious education or a related field

- Within the first two years, the Director completes the Catechetical Office Basic Training Program.

**Competencies**
- Theological and Catechetical Competencies
- Competencies for Catechist Formation
- Competencies for Program Development
- Competencies for Administration

*(See Appendix page v for full description)*

**Relational Skills**
- Relationship to Pastor
- Relationship to Archdiocesan Catechetical Office
- Relationship to Parish
- Relationship Parish Staff
- Relationship to Parish Council
- Relationship to Others Involved in the Parish’s Ministry
- Relationship to Parish School Personnel
- Relationship to Families
- Relationship to Peers in the Catechetical Ministry
- Relationship to Other Church Communities
- Relationship to the Local Community and the Wider Society

*(See Appendix page xiii for full description)*
Education Qualifications

The Director of Religious Education

The Director of Religious Education has a master’s degree in an appropriate field such as religious education, religious studies, theology, or a master’s in any field plus 24 graduate credits in religious education or a related field.

The Certified Director has completed the Basic Training Program, the supervision process, and all the requirements for certification as specified by the Archdiocesan Catechetical Office.

The Director should be competent to develop, to teach and to supervise all aspects of total parish catechesis.
Qualifications for Coordinator of Religious Education

Coordinator is competent to administer sections of, or all of, the total parish catechetical program according to ability and training.

Faith Qualities
Called by God
Grounded in the Lord
Faithful to the Church
Committed to Community
Oriented to Mission

(See Appendix page iii for full description)

Education Requirements

Bachelor’s Degree is highly recommended
Catechist Formation and Certification, Level I and II is absolute minimum

Within the first two years, the Coordinator completes the Catechetical Office Basic Training Program.

Within the first five years, the Coordinator completes the Catechetical Leadership Program.

Competencies
Theological and Catechetical Competencies
Competencies for Catechist Formation
Competencies for Program Development
Competencies for Administration

(See Appendix page xix for full description)

Relational Skills
Relationship to Pastor
Relationship to Archdiocesan Catechetical Office
Relationship to Parish
Relationship Parish Staff
Relationship to Parish Council
Relationship to Others Involved in the Parish’s Ministry
Relationship to Parish School Personnel
Relationship to Families
Relationship to Peers in the Catechetical Ministry
Relationship to Other Church Communities
Relationship to the Local Community and the Wider Society

(See Appendix page xxvii for full description)
Education Qualifications

The Coordinator of Religious Education

It is highly recommended that the Coordinator of Religious Education hold a bachelor’s degree.

Once hired, the Coordinator is required to take the Basic Training Program for all Directors/Coordiators new to the Archdiocese. Upon completing the Basic Training Program, the Coordinator should complete the Catechetical Leadership Program.

The Certified Coordinator has completed the Basic Training Program, the Catechetical Leadership Program, the supervision process, and all the requirements for certification as specified by the Archdiocesan Catechetical Office.

The Coordinator should be competent to administer sections of, or all of, the total parish catechetical program according to ability and training.
Application Process
Application Process

for Directors and Coordinators of Religious Education

Anyone considering the position of Director/Coordinator of Religious Education in the Archdiocese of New York should contact the Archdiocesan Catechetical Office which will furnish an application. The candidate completes and returns the application and requests an appointment with the Director of the Archdiocesan Catechetical Office.

The process of discernment regarding the candidate’s suitability for the position is facilitated by the interview with the Director of the Archdiocesan Catechetical Office. The Director:

- introduces the catechetical ministry of the Archdiocese,
- presents the qualifications needed to fulfill the role of Director/Coordinator using the section of the Handbook entitled "A Developmental Chart,”
- explores with the candidate how s/he meets these qualifications,
- shares with the candidate the openings in the Archdiocese for Parish Director/Coordinator,
- advises the candidate as to suitable openings considering the person’s qualifications.

The candidate also meets with the Regional Catechetical Director of any vicariate where the candidate would consider working. The Regional Director:

- explains the job description and the responsibilities of the Director/Coordinator using the section of the Handbook under "Administration”,
- assesses the person’s abilities to fulfill these responsibilities,
- describes the profile of the parish(es) seeking a catechetical leader,
- discusses with the candidate his/her potential for fitting the needs of the parish(es).

After the interviews, the Archdiocesan and the Regional Directors make a joint recommendation as to the candidate’s suitability for the position. This recommendation is given to the Pastor and, when appropriate, to the search committee of the parish(es) concerned.
ARCHDIOCESAN CATECHETICAL OFFICE
NEW YORK CATHOLIC CENTER * 1011 FIRST AVENUE * NEW YORK, NY 10022 * 212-371-1000

APPLICATION FOR POSITION OF DIRECTOR/COORDINATOR OF RELIGIOUS EDUCATION

(Print in ink or type all entries except signature)

NAME ..................................................................................................................
(LAST) (FIRST) (MIDDLE) (RELIGIOUS CONGREGATION)

HOME ADDRESS ..............................................................................................
(Street and Number) (City) (State) (Zip Code)

Home telephone (.....)..................................................Business telephone (.....)..........................Social Security

1. EDUCATIONAL BACKGROUND

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<th>LOCATION</th>
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2. PLEASE ATTACH COPY OF YOUR RESUME
3. CATECHETICAL CERTIFICATION IN N.Y. ARCHDIOCESE

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(For numbers 3,4,5 list in chronological order beginning with the present)

4. CATECHETICAL LEADERSHIP EXPERIENCE

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5. OTHER ADMINISTRATIVE EXPERIENCE

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6. TEACHING EXPERIENCE

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7. FACILITY IN LANGUAGES OTHER THAN ENGLISH

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8. **INFORMATION FOR PASTOR AS PROSPECTIVE EMPLOYER**

Are you a citizen?  
Yes ____  No ____

If you are not a citizen of the USA, have you any legal right to remain permanently in the United States?  
Yes ____  No ____

Are you legally eligible to work in the U.S.A.?  
Yes ____  No ____

If the answer is no, give explanation on enclosed sheet of paper.

Have you ever had your volunteer or paid services terminated at the initiative of any parish, school or agency?  
Yes ____  No ____

Have you been convicted of a crime?  
Yes ____  No ____

If yes, please explain on a separate sheet of paper. Please be advised that conviction of a crime is not necessarily a bar to employment.

Is any additional information relative to a change of name, or use of an assumed name or a nickname necessary to enable us to check on your work records?  
Yes ____  No ____

If yes, please explain:

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

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10. **LETTER OF RECOMMENDATION: PASTOR OR MAJOR SUPERIOR**

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11. Write a brief statement indicating what you regard as the primary responsibilities of the Director or Coordinator. Mention specific ways in which you would attempt to meet the challenges of the position.

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

I certify that the information contained in this application is correct to the best of my knowledge. I authorize investigation of all matters contained in this application and agree that any misleading or false statements may result in termination. I hereby authorize my present/past employers to furnish the Archdiocese of New York, Catechetical Office, with information about my employment history. I understand that the references 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 application is not a contract of employment.

_________________________  ________________________________
DATE  SIGNATURE OF APPLICANT

Send original to: Archdiocesan Catechetical Office
Send copy to: Regional Catechetical Office
Pastor of any parish to which you are applying
Role of the Pastor
in Selecting/Hiring the Director/Coordinator of Religious Education

Initial Steps

The Pastor:

contacts the Director of the Archdiocesan Catechetical Office and the Regional Catechetical Director to notify them that he is seeking a Director/Coordinator;

reviews the qualifications for the Director/Coordinator of Religious Education as specified in the Archdiocesan Handbook;

reviews the job description and makes necessary adjustments to reflect his expectations and the parish religious education situation;

reviews the Archdiocesan Compensation Scale;

chooses the chairperson and membership of the search committee;

obtains copies of the application forms and resumes of interested candidates from the Catechetical Office;

reviews the guidelines for questions that can and cannot legally be asked.

The Pastor may consult the Director of the Catechetical Office and the Regional Catechetical Director for assistance at any point throughout this process.
Pastor's First Interview with Candidates

The Pastor has an initial interview with each candidate. During this interview, the Pastor:

ascertains by the following questions that the candidate is a practicing Catholic:

Being a practicing Catholic is a bottom line for this position. Are you a practicing Catholic? What does being a practicing Catholic mean to you?

Can you confidently and publicly support each one of the Church's doctrinal and moral teachings?

Can you confidently and publicly promote the Church’s doctrinal and moral teachings?

(If the answer to these questions is negative, the interview is concluded at this point.)

insures that the candidate has the necessary education qualifications:

a masters degree in religious studies for the Director;
at least a bachelor’s degree for the Coordinator;
reviews and clarifies the information on candidate’s application and resume;
describes the parish community to the candidate as clearly as possible;
gives the candidate the qualifications for Director/Coordinator and asks the candidate to describe her/his qualifications in the light of these Archdiocesan profiles;
makes clear the parish compensation capability, and the spectrum within which compensation negotiation would take place;
explains the real situation in his parish religious education program;
gives the candidate the job description and questions the candidate as to:

ability to carry it out,
areas of strength and weakness,
ministerial preferences,
administrative style,
past experiences;

describes his own expectations and administrative style and asks the candidate to evaluate her/his ability to work within this structure;

(If the candidate is someone the Pastor would like to consider......)
explains the selection/hiring process,

N.B. If the Pastor discovers reasons to suspect that a candidate should not be considered for the position of Director/Coordinator in any parish, he contacts the Catechetical Office immediately.

Checking of References

It is the Pastor’s responsibility as employer to call all the references given by the candidate, using the “Guidelines for Checking Candidate’s References”.
Recommendations to Pastor by Other Interviewers

After the first interview with the Pastor, the candidates are interviewed by the search committee.

The Pastor may also ask the current Director/Coordinator of Religious Education to interview the Candidates.

Once the Pastor has received the recommendations of the Director/Coordinator and the search committee, he studies them and makes his final decision. (*The recommendations of the search committee are consultative.*)

Pastor's Second Interview with Candidate

The Pastor then calls the candidate of his choice and offers that person the job. If the candidate is interested, another meeting with the Pastor is set up at which the compensation, benefits, and conditions of employment are negotiated.

The Pastor immediately mails to the candidate the Archdiocesan compensation scale with the request that the point system be completed by the candidate as a basis for salary negotiations.

After the Pastor hires a candidate to be the Director/Coordinator of Religious education in his parish, he immediately notifies the Catechetical Office.
Guidelines for Checking Candidate’s References

Reference-checking is critically important. Each reference listed should be called by the Pastor. The candidate should be asked to give the Pastor permission to verify credentials. (A statement to this effect is included on the Catechetical Office application.)

References should be checked by telephone, not by asking for a mailed form. Thorough reference checking includes listening carefully to a response. A person’s tone of voice can change the meaning of a response dramatically. Speaking directly with reference providers also allows for follow-up questions.

In the call, the following areas should be questioned:

- relationships with children and youth,
- relationships with colleagues,
- relationships with supervisors,
- relationships with persons served (e.g. clients, customers, parents of students, people supervised),
- effectiveness as administrator,
- effectiveness as educator,
- effectiveness as witness to Catholic faith and life.

Do not ever ask questions about age, race, sex, disability, or national origin. Also do not ask questions that touch upon these legally prohibited topics, however tangentially.

Ask questions that relate directly to job performance. One of the best questions to ask is: "Would you hire this person again? Why/Whynot?"

Do not ask questions that can be responded to with a “yes” or a “no”. Ask open-ended questions such as, "How would you describe John’s administrative style?"

Do not ask leading questions that almost suggest an answer to a reference-provider. For example, do not say that a candidate you are calling about was very impressive or has already interviewed well. Keep your cards "close to the vest" so that you get as much information as possible.

Ask follow-up questions. For example, if a person says, "She was the best employee we ever had," ask: "Could you give examples that show why her performance was so outstanding?"

For each reference called, a report of the conversation should be written down and attached to the candidate’s application.
Questions that an Employer Can and Cannot Legally Ask a Candidate

Guidelines for both written and oral inquiries

**Topic: FAMILY STATUS**

Do not ask:
"Are you married?" "What is your maiden name?" "What is your spouse's name?"
"Do you have any children?" "Are you pregnant?"
"What are your child care arrangements?"

Ask:
"Do you have any responsibilities that conflict with the attendance requirements of the job for which you are applying?"

**Topic: AGE**

Do not ask:
"How old are you?" "What is your date of birth?"
"What were your dates of attendance at X college?"

Ask:
"If you are under 18, will you be able to furnish a work permit after employment begins?"
"How many years did you attend X college? Did you receive a degree?"

**Topic: CITIZENSHIP & NATIONALITY**

Do not ask:
"Are you a U.S. citizen? If not, do you have a current work permit?"
"What language do you most commonly speak/speak at home?"

Ask:
"Are you legally eligible to work in the U.S.? (Verification will be required upon hire.)"
"The job for which you are applying requires fluency in speaking and writing English. Can you meet this requirement?" (This can only be asked if fluency is, in fact, a bona-fide requirement, e.g. for a teacher, a secretary).
**Topic: CRIMINAL RECORD (ARRESTS & CONVICTIONS)**

Do not ask:
"Have you ever been arrested?"

Ask:

"Have you ever been convicted of a crime, other than a traffic violation? If yes, please explain on a separate sheet of paper. Please know that conviction of a crime is not necessarily a bar to employment."

**Topic: DISABILITY**

Do not ask:
"Are you disabled?" "What is the nature or severity of your disability?"
"Do you have a disability that would interfere with your ability to perform the job for which you are applying?"
"How many days were you absent from work last year?"
"Have you ever been injured on the job?"
"Have you ever been treated for mental health problems?"
"Have you ever seen a counselor?"
"What prescription drugs are you currently taking?"

Ask:
"Are you able to perform the essential functions of this job with or without a reasonable accommodation?"
"Our parish offers a maximum of 10 sick days per year. Will you be able to comply with this requirement?"
Parish Search Committee:

Role and Interviews
Role of the Parish Search Committee

Purpose of Search Committee

The purpose of the parish search committee is to discern through study, interview and the discussion which follows the interview, the applicant most qualified and best suited to the needs of the parish. The search committee uses the Archdiocesan Handbook as its frame of reference.

The search committee does not concern itself with compensation considerations. This is left to the Pastor.

The role of the search committee is purely consultative. The committee makes recommendations to the Pastor as to the suitability of the candidates and identifies in writing its first and second preference supported by reasons.

Recommended Membership of Search Committee

The Pastor

A representative of the parish council who understands faith formation as central to the mission of the parish;

A Director/Coordinator from another parish in the region who is recommended by the Regional Catechetical Director and brings a lived understanding of the responsibilities and demands of the position;

A certified catechist with significant experience in the religious education program;

A parishioner who has children in the parish Religious Education Program, and has a sense of the needs and concerns of families;

The chairperson of the committee who, while possessing the qualifications listed below, is chosen primarily because s/he possesses the skills needed to lead the search committee and fulfill the responsibilities of chairperson.

The membership of the committee should be balanced between men and women.

Among the membership, the following areas of experience should be present: religious education administration, teaching, collaborative leadership.
Qualifications Necessary for Members of the Search Committee

Each member chosen should have the following qualifications:

have a reputation for discretion;

be an active parishioner in their own parish;

have a good understanding of the nature of the parish community;

clearly have the good of the parish at heart, with no hidden agenda or personal goal at stake;

believe strongly in the necessity of religious education for all parishioners, from pre-school through adult;

have some college background.
Role of Chairperson of Search Committee

Preparation of the Members of the Search Committee

The chairperson:

provides each member of the search committee with the following material to be studied thoroughly:

the qualifications for Director/Coordinator,
the job description of Director/Coordinator,
the resumes of the applicants,
the questions that can and cannot legally be asked,
the suggested questions for the interview.

calls a preliminary meeting of the search committee to:

clarify the committee’s purpose,
adapt the questions as necessary,
plan the flow of the meeting,
assign the various questions to individual members of the committee,

The current parish Director/Coordinator of Religious Education and the Regional Catechetical Director may be consultants to the search committee.

Preparation of the Candidates for the Interview

The chairperson

insures that the Pastor has given the candidate the job description and Archdiocesan qualifications to be studied before the interviews.

negotiates interview dates and times with the candidates and all members of the search committee. Each interview is scheduled for an hour with an additional half hour in between for committee work.

gives the candidate a general idea of what to expect from the interview:

number of people who will be interviewing;
purpose of the search committee (to give recommendations to Pastor);
focus of the interview (qualifications and suitability for the position; not compensation);
time limit of one hour.
Guidelines for the Interviews

The meeting is conducted by the chairperson of the search committee.

Before the first candidate is shown in, the chairperson or someone chosen from the committee leads the committee in prayer for wisdom and discernment, asking for openness to the guidance of the Spirit of Jesus in each aspect of the process.

Care should be taken to help the candidate feel as comfortable as possible while maintaining the professional nature of the meeting.

E.g. Coffee might be offered while the candidate is waiting for the interview;
    candidate is protected from meeting the other candidates for the position before and after the interviews;
    candidate is introduced to each member of the interviewing team, and the dimension each represents is explained;
    Some light conversation transpires before moving into the interview questions.

The questions should be asked by the same person and in the same way for each candidate.

Other committee members may ask unplanned clarifying questions if needed, but these should be kept to a minimum.

During the interview, committee members may take notes as needed.

When the interview is over, the candidate is thanked by all members of the committee.

Once the candidate has been shown out, the committee is given quiet time for the members to work individually on their personal responses to the questions on the interview worksheet.

If all interviews are to be conducted on the same night, after a break, the committee receives the next candidate and the same process is followed.

The search committee members are reminded that all that has transpired during the entire process must remain completely confidential.

The chairperson closes the meeting.
Final Work of Search Committee

Follow-up Meeting of Search Committee

Within several days, the chairperson meets with the search committee to discuss the results of the interviews. The Pastor does not attend this meeting.

For each candidate, the committee members read the responses they have written on their worksheet.

If a clear consensus emerges, the chairperson acknowledges it, and calls for any further discussion as needed.

If a clear consensus does not emerge, the chairperson tries to bring the committee to a consensus. This is done by:

- identifying areas of consensus that do exist;
- identifying points of disagreement;
- discussing these points of agreement and disagreement within the context of the interviews, as well as the information presented to the committee members before the interviews.

It can be appropriate for committee members at this point to bring to the table other relevant information which did not surface during the interviews or in the printed materials.

The committee agrees on a first and second preference for the candidate to be selected/hired, along with any other recommendations it deems necessary. A majority and a minority report may be necessary.

The committee is again reminded that its recommendations are consultative and the pastor must make the final choice.

The committee members are reminded again that all that has transpired during the entire process must remain completely confidential.
Preparation of Final Recommendations

After the meeting, the chairperson composes a draft of:

the summary comments on each candidate to be given to the Pastor,

the recommendations for hiring to be submitted to the Pastor.
The committee’s first and second preferences are given supported by the reasons for the choice.

The committee members’ individual worksheets for each candidate are attached to the committee’s final recommendations and given by the chairperson to the Pastor.
Suggestions for Interview Questions

Introductory Questions

Why do you want to be a Director/Coordinator of Religious Education?

Why did you apply for the position in our parish?

What dimensions of the role of Director/Coordinator of Religious Education particularly appeal to you? Energize you?

The Pastor has given you a general overview of the parish community. What do you find particularly attractive about this parish?

Do you have further questions you’d like to ask about the parish community?

Questions based on Candidate’s Work Experience

What has been particularly satisfying to you in your work experience?

What have been some accomplishments in your work experience that you’d like to single out?

What are drawbacks you have experienced in past positions?

Why are you leaving your present position?

Have you ever had any experience in the Catechetical Ministry -- as a Catechist? As a Director/Coordinator? When? For how long?

What in your work experience do you think will help you in the position of Director/Coordinator of Religious Education at this parish?
Questions on Required Professional Qualifications

An important responsibility for the Director/Coordinator is to insure that the Catholic Faith in its integrity is being taught in each level of the program for which you are responsible. How has your educational background prepared you to do this?

Part of the role of the Director/Coordinator is to ensure that professional educational methods are used throughout the program. What in your education and background prepares you to do this?

Explain the priority that the training and certification of Catechists will have for you? How will you promote this? What are obstacles that you see and how might you meet these challenges?

Building faith community is at the heart of the role of Parish Director/Coordinator. Give some examples of your ability to build faith community. Specifically how do you go about building faith community?

In preparation for this interview, you reviewed the list of competencies required by the Archdiocese. Program Development is described there as a major responsibility with many aspects to it. How would you assess your ability to provide an excellent religious education program? How has your education and experience prepared you for this?

This position demands high organizational skills. How would you describe your own organizational skills? How would you describe your skills as an organizer (e.g. of other people; of projects)?

Describe your administrative style. (Interviewer should listen for indications of skills such as collaboration, creativity, motivator, enabler, planner, ability to inspire and give vision. If they are not forthcoming, ask specifically: Would you describe yourself as....?)

There is a training program offered by the Archdiocese to help Directors/Coordinators develop the required competencies and skills. All Directors/Coordinators of the Archdiocese are expected to participate in this training. Do you foresee any problems regarding your participation?
Questions based on Job Description

What aspects of the job description particularly energize or excite you?

What personal talents, gifts, qualities will help you fulfill the job description?

What aspects of the job description will be new to you? How will your previous experience help you fulfill these?

What other aspects of the job description will be more of a challenge for you? Why?

Talk about your vision for the Parish Religious Education Program.

What dimensions of the role of Religious Education Director/Coordinator do you think are more important?

Are there any aspects of the job description you feel you cannot fulfill?

An important part of the job is the relationship with the Archdiocesan Catechetical Office and the regular attendance at monthly Regional Meetings and ongoing formation programs. Is there any reason why you would not be able to fulfill this aspect of the job responsibilities?

One of the responsibilities of this position is regular attendance at the parish council meetings. Can you fulfill this?

Would you like to ask any questions regarding the job description?

(To be asked if there is a Catholic school in the parish:)

What is your experience with a Catholic school and a religious education program working together successfully?

How could you promote an atmosphere of unity, cooperation and mutual support with the principal of the parish school?
Questions on Personal Job-related Characteristics

What aspects of working with people do you enjoy the most? the least?
What are your particular areas of strength in working with people?
What are your particular drawbacks when it comes to working with people?

How have you tended to handle the conflicts and tensions that inevitably arise in the workplace -- conflicts with colleagues?
conflicts with superiors?

What would those who have worked under your supervision say of you?

Have you ever worked with clergy before? In a parish context?
What are advantages for you? What are challenges?

The present Pastor’s administrative style tends to be ........(describe).
How do you think your own style will work with his?

Imagine yourself as the new Director/Coordinator here. It is November. You see some basic changes you would like to make in the program. What would you do?

Questions on Ministry within the Catholic Church

Being a “practicing Catholic” is a bottom line qualification for this position. Are you a “practicing Catholic”? What does being a “practicing Catholic” mean to you?

This position is really a ministry within the parish. Explain the difference as you see it between ministry and job.

How do you hope to further the mission of Jesus in this particular ministry?

Concluding Questions

What questions did you hope we would ask that we did not ask?
Please address them.

Do you have any final questions or concerns which you would like to raise?

Would you accept this position if it were offered to you?
Questions that an Employer Can and Cannot Legally Ask a Candidate

Guidelines for both written and oral inquiries

• Topic: FAMILY STATUS

Do not ask:
"Are you married?" "What is your maiden name?" "What is your spouse's name?"
"Do you have any children?" "Are you pregnant?"
"What are your child care arrangements?"

Ask:
"Do you have any responsibilities that conflict with the attendance requirements of the job for which you are applying?"

• Topic: AGE

Do not ask:
"How old are you?" "What is your date of birth?"
"What were your dates of attendance at X college?"

Ask:
"If you are under 18, will you be able to furnish a work permit after employment begins?"
"How many years did you attend X college? Did you receive a degree?"

• Topic: CITIZENSHIP & NATIONALITY

Do not ask:
"Are you a U.S. citizen? If not, do you have a current work permit?"
"What language do you most commonly speak/speak at home?"

Ask:
"Are you legally eligible to work in the U.S.? (Verification will be required upon hire.)"
"The job for which you are applying requires fluency in speaking and writing English. Can you meet this requirement?" (This can only be asked if fluency is, in fact, a bona-fide requirement, e.g. for a teacher, a secretary).
• **Topic: CRIMINAL RECORD (ARRESTS & CONVICTIONS)**

Do not ask:
"Have you ever been arrested?"

Ask:
"Have you ever been convicted of a crime, other than a traffic violation? If yes, please explain on a separate sheet of paper. Please know that conviction of a crime is not necessarily a bar to employment."

• **Topic: DISABILITY**

Do not ask:
"Are you disabled?"  "What is the nature or severity of your disability?"
"Do you have a disability that would interfere with your ability to perform the job for which you are applying?"
"How many days were you absent from work last year?"
"Have you ever been injured on the job?"
"Have you ever been treated for mental health problems?"
"Have you ever seen a counselor?"
"What prescription drugs are you currently taking?"

Ask:
"Are you able to perform the essential functions of this job with or without a reasonable accommodation?"
"Our parish offers a maximum of 10 sick days per year. Will you be able to comply with this requirement?"
The Interviewer’s Worksheet

Name of Candidate: ___________________________ Date of Interview: ____________

Name of Search Committee Member: ________________________________

Does candidate’s appearance and bearing portray the dignity and self-possession necessary for the image of the Parish Director/Coordinator of Religious Education?

Excellent______ Good______ Fair______ Poor______

Is candidate able to express him/herself clearly and professionally?

Excellent______ Good______ Fair______ Poor______

Is candidate’s love for the Lord and His Church obvious?

Excellent______ Good______ Fair______ Poor______

Does candidate have an enthusiastic commitment to the ministry of religious education?

Excellent______ Good______ Fair______ Poor______

Does candidate have the theological background necessary to supervise the handing on of the faith in integrity?

Excellent______ Good______ Fair______ Poor______

Does candidate have the background to ensure a sound educational program?

Excellent______ Good______ Fair______ Poor______
Does candidate have high organizational skills?

Excellent______  Good______  Fair______  Poor______

How would you rate candidate’s ability to motivate, direct and lead catechists?

Excellent______  Good______  Fair______  Poor______

How would you rate candidate’s ability to work effectively with the families in the Religious Education Program?

Excellent______  Good______  Fair______  Poor______

How would you rate the candidates abilities as a religious education administrator?

Excellent______  Good______  Fair______  Poor______

Is candidate willing to try to fulfill all aspects of the job description?

Excellent______  Good______  Fair______  Poor______

Does candidate have a good sense of humor?

Excellent______  Good______  Fair______  Poor______
Interviewer’s Comments:

*Having listened to the candidate’s response to the questions in each section ask yourself: Is this the person for the job?*

<table>
<thead>
<tr>
<th>Introductory Questions:</th>
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<tbody>
<tr>
<td><em>Reasons for</em></td>
<td><em>Reasons against</em></td>
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</table>

<table>
<thead>
<tr>
<th>Questions based on Candidates Work Experience</th>
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<td><em>Reasons for</em></td>
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<table>
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<tr>
<th>Questions on Required Qualifications:</th>
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<tbody>
<tr>
<td><em>Reasons for</em></td>
<td><em>Reasons against</em></td>
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<table>
<thead>
<tr>
<th>Questions based on Job Description</th>
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<tbody>
<tr>
<td><em>Reasons for</em></td>
<td><em>Reasons against</em></td>
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</table>
Questions on Personal Job-Related Characteristics

Reasons for

Reasons against

Questions on Ministry within the Catholic Church

Reasons for

Reasons against

Concluding Questions

Reasons for

Reasons against
Compensation and Benefits
Compensation

The Parish Director/Coordinator of Religious Education is a professional position and therefore, the Director/Coordinator is a "salaried employee," not an "hourly employee".

The salary and benefits of the Lay Director/Coordinator are determined according to the Compensation Guidelines published by the Catechetical Office (see following pages).

The stipend and benefits of the Religious Director/Coordinator are announced annually by the Vicar General.

Tax Deferred Annuity Plan

In negotiating salary and benefits with the Pastor, the Director/Coordinator may inquire about the Archdiocesan Health Insurance Plan, the Archdiocesan Pension Plan, and the Tax Deferred Annuity Plan which is offered through the Archdiocese. (Questions about the Tax Deferred Annuity Plan may be referred to Frank J. Walters Associates who handle it for the Archdiocese: 718 779 8404)
Compensation Scale

Directors and Coordinators of Religious Education

April 2009

Catechetical Office
Department of Education
Archdiocese of New York
## COMPENSATION POINTS FOR DIRECTORS OF RELIGIOUS EDUCATION

Components to be included in determining compensation for Full-time * Lay Directors:

### EDUCATION (check only one)

- MA in Religious Studies * 24
- MA + 24 Graduate Credits in Religious Studies 24
- MA in Religious Studies + 15 graduate credits in field related to position 26
- MA in Religious Studies + 30 graduate credits in field related to position 28
- Doctorate in Religious Studies or field related to position 30
- Catechetical Formation: Basic Training 2

### CERTIFICATION PROCESS

- Director Certification / Renewal of Certification 10

### ADMINISTRATIVE JOB RESPONSIBILITIES. (Check as many as apply)

- Pre-school Catechesis 2
- Kindergarten through Sixth Grade Catechesis 8
- Junior High Catechesis (7th, 8th 9th) 4 to 6
- High School Catechesis (10th, 11th 12th) 4
- Adult Catechesis 4 to 6 ***
- Sacramental Preparation Programs (Catechesis for children and parents for Reconciliation, Eucharist and Confirmation) 4 to 6
- Special Religious Education 2 to 4 ***
- Religion Resource Person for Catholic School 2 to 6 ***
- Bilingual Program 2 to 4 ***
- For each individual catechetical responsibility (e.g. Children’s Catechumenate, Vacation Bible School) add 2 to 4 ***

* Compensation for part-time Directors should be pro-rated after determining total number of points. The full-time position is a 12-month job.

** "Religious Studies" also implies the additional phrase "or related fields," that is, Religious Education, Theology, Spirituality, Divinity.

*** Points in this area are to be mutually agreed upon by Pastor and Director in light of the intensity and expanse of the program and the number of people and hours involved.
SUPERVISION

A. Number of Students in Program
   1 to 149     2
   150 to 399    4
   400 to 999    6
   1000 to 1999  8
   2000 +        10

B. Number of Staff Personnel
   (e.g. level coordinators, catechists, assistants, secretaries) whom Director
   meets with regularly & directly supervises
   1 to 15      2
   16 to 30     4
   31 to 45     6
   46 to 60     8
   61 +         10

EXPERIENCE

A. As certified parish catechist
   3 to 5 years     2
   6 to 10 years    4
   11 to 15 years   6
   16 +            8

B. As School Administrator
   1 to 5 years     2
   6 to 10 years    4
   11 to 15 years   6
   16 +            8

C. As a Professional Teacher
   3 to 5 years     2
   6 to 10 years    4
   11 to 15 years   6
   16 +            8

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<th>MIDPOINT</th>
<th>MAXIMUM</th>
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This Compensation Scale has been approved by the Secretary for Education in March 2005.
## Compensation Scale for Directors of Religious Education

<table>
<thead>
<tr>
<th>Years of Experience</th>
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<th>D-3 (91+ Points)</th>
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<td>56,000</td>
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<td>30</td>
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COMPENSATION POINTS FOR COORDINATORS OF RELIGIOUS EDUCATION

Components to be included in determining compensation for Full-time * Lay Coordinators:

**EDUCATION** (check only one)

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<th>Degree</th>
<th>Points</th>
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<td>BA in Religious Studies **</td>
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<tr>
<td>BA + 18 graduate credits in Religious Studies of Administration</td>
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<tr>
<td>MA in any field except Education of Religious Studies</td>
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<td>MA in Education</td>
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**CATECHETICAL FORMATION**

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<th>Program</th>
<th>Points</th>
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<tbody>
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<td>Basic Training Program</td>
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<tr>
<td>Catechetical Leadership Program</td>
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</table>

**CERTIFICATION PROCESS**

<table>
<thead>
<tr>
<th>Certification Process</th>
<th>Points</th>
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<td>Coordinator Certification / Renewal of Certification</td>
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**ADMINISTRATIVE JOB RESPONSIBILITIES**

<table>
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<th>Responsibility</th>
<th>Points</th>
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<td>Pre-school Catechesis</td>
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<td>Kindergarten through Sixth Grade Catechesis</td>
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<td>Junior High Catechesis (7th, 8th, 9th)</td>
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<td>High School Catechesis (10th, 11th, 12th)</td>
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<td>Sacramental Preparation Programs (Catechesis for children and parents for Reconciliation, Eucharist and Confirmation)</td>
<td>4 to 6</td>
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<tr>
<td>Special Religious Education</td>
<td>2 to 4 ***</td>
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<tr>
<td>Bilingual Program</td>
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</tbody>
</table>

For each additional catechetical responsibility (e.g. Children’s Catechumenate, Vacation Bible School) add 2 to 4 **

---

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*** Points in this area are to be mutually agreed upon by Pastor and Coordinator in light of the intensity and expanses of the program and the number of people and hours involved.
SUPervision

A. Number of Students in Program

<table>
<thead>
<tr>
<th>Number Range</th>
<th>Level</th>
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<tr>
<td>1 to 149</td>
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<td>150 to 399</td>
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<td>400 to 999</td>
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<tr>
<td>1000 to 1999</td>
<td>8</td>
</tr>
<tr>
<td>2000 +</td>
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</table>

B. Number of Staff Personnel

(e.g. level coordinators, catechists, assistants, secretaries) whom Coordinator meets with regularly and directly supervises.

<table>
<thead>
<tr>
<th>Number Range</th>
<th>Level</th>
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<tbody>
<tr>
<td>1 to 15</td>
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<td>16 to 30</td>
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<td>31 to 45</td>
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<tr>
<td>46 to 60</td>
<td>8</td>
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<tr>
<td>61 +</td>
<td>10</td>
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</table>

Experience

A. As Certified Parish Catechist

<table>
<thead>
<tr>
<th>Years Range</th>
<th>Level</th>
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<tbody>
<tr>
<td>3 to 5 years</td>
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<td>6 to 10 years</td>
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<td>11 to 15 years</td>
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<td>16 + years</td>
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B. As School Administrator

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<td>6 to 10 years</td>
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<tr>
<td>11 to 15 years</td>
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<tr>
<td>16 + years</td>
<td>8</td>
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C. As a Professional Teacher

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<tr>
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<tbody>
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<td>6 to 10 years</td>
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<tr>
<td>11 to 16 years</td>
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<tr>
<td>16 + years</td>
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</table>

Coordinator of Religious Education

With a Bachelor's Degree

<table>
<thead>
<tr>
<th>Level</th>
<th>Points Accumulated</th>
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<td>C 2</td>
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<td>C 3</td>
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## Compensation Scale for Coordinators of Religious Education

**Who Have a Bachelor's Degree**

<table>
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<tr>
<th>Years of Experience</th>
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Health, Life and Disability Benefits
For Directors and Coordinators of Religious Education

The benefits described herein are subject to the terms, conditions, limitations and exclusions of the plan contracts issued by the individual insurance carriers to your group. If a difference exists between the information in this document and the actual contract, the contract governs.

Information on benefits is regularly sent to the employer, i.e. the Pastor. The Pastor receives the summary of benefits, rates, percent of employee contribution, etc. Any Director/Coordinator who desires further benefit and insurance information should speak directly with the Pastor.

Health Benefits Coverage: United Health Care PPO Plan. Available to all eligible full time/part time employees (Eligible = employees who are regularly scheduled to work at least 20 hours per week.)

In September 2010 all the information was sent directly to each eligible employee at their home address. It gave eligible employees the opportunity to enroll and make changes to their health benefit coverage.

Health coverage is the cost of the employing parish/institution less payroll contributions consistent with the type of coverage chosen.

Life Insurance: Hartford Life
Available to all eligible full time/part time employees (Eligible = employees who are regularly scheduled to work at least 20 hours per week.)

If the Parish has a school, it must provide life insurance – not only to the teachers but to all eligible employees of the parish.

The Parish/institution pays the cost of the life insurance in full.

The Parish/Institution pays the total bill. The amount of the group life insurance has been predetermined by the parish.

1.) A flat amount of $10,000

or
2.) An amount equal to 1 (x) the base annual salary rounded to the next highest thousand, to a maximum limit of $500,000. (Most parishes have this option.)

The above 2 options are not term life insurance, i.e. for a specified duration. They are basic life insurance – portable, meaning the employee on leaving employment can exercise the portability or conversion option (refer to Hartford Life group life booklet for details.)

If an employee wants additional life insurance for self, for dependent spouse, for child (up to age 19 or age 25 if a full time student), he can apply for supplemental life insurance. (Contact Local Administrator for details; in Parish this is usually the Pastor.)

**Accidental Death and Dismemberment (AD & D): Mutual of Omaha**

*Available to all eligible full time/part time employees (Eligible – employees who are regularly scheduled to work at least 20 hours per week.)*

This benefit is tied to the Life Insurance although the carrier is a different company. If a Parish/institution provides life insurance; the AD & D is at the same amount. (i.e. $10,000 or amount equal to 1(x) base salary, maximum $500,000.)

**Short-term Disability (STD)**

(New York State Mandate for all employees.)

This benefit is mandated by New York State. The Institution must cover all employees. A parish can choose: the state itself or an insurance company as the Benefits Provider.

An employer can require that the employee share the cost of New York State Disability. The maximum employee contribution (payroll deduction) is 60 cents per week. The maximum New York State Disability Benefit is 50% of the employee’s base pay up to $170 per week for a maximum period of 26 weeks in any 52-week period.

**Long-term Disability (LTD)**

*(For full time/part time employees who are regularly scheduled to work a minimum of 30 hours a week.)*

If there is a parish school, the Parish/Institution must provide Long-term Disability to all eligible full time/part time employees of the parish. If there is no school, the Parish/Institution does not have to provide long-term disability.

It is provided at no cost to the eligible employee after a six-month elimination period is satisfied. LTD benefits provides a monthly benefit of 60% of the employee’s base pay up to a maximum of $5,000 per month which is reduced by Social Security / Pension and other income benefits. (See LTD booklet for details.) There is a minimum benefit of $100 a month and a maximum benefit period.
Statutory Workers Compensation Insurance Protection:
Preferred Professional Insurance Company.
*(Mandated by N.Y. State for all employees, full time and part time.)*

As required by New York State Law, the policy provides NY State prescribed workers compensation benefits for work-related injuries or illnesses. The protection does not extend to priests, religious and volunteers. Work related injuries and illnesses to employees of churches, schools and participating agencies are included. This insurance is provided by the employer at no cost to the employee.

The Worker’s Compensation Law was amended to allow for the use of PPO’s (Preferred Provider Organizations) in New York State. A PPO is a contracted network of medical providers furnishing treatment at negotiated rates. Worker’s Compensation PPO’s are regulated by both the Department of Health and the Worker’s Compensation Board. What this means to employees is that for the first 30 days of treatment after an injury, they must be treated by an in-network physician. However, the employee may opt out-of-network after 30 days of treatment or seek treatment from another physician in-network.

Procedurally, claims must be reported immediately to the claim administrator, Risk Management Planning Group (RMP G). The toll-free 24-hour claim reporting service for the Risk Management Planning Group, Inc. (RMPG) is (888) 767-4492.

Pension Plan: Archdiocese of New York
*Available to all eligible full time/part time employees (Eligible = employees who are regularly scheduled to work at least 20 hours per week).*

Consistent with plan terms set by the Archdiocesan Pension Plan, a defined benefit pension plan is provided at no cost to the Director/Coordinator. The employer pays the entire cost.

As of January 1, 2011, to be eligible, the employee must be 25 years of age, must be working a total of at least 20 hours a week, and must have completed 3 years of continuous service.

If, for any reason other than death, you terminate your employment and on the date of termination you have completed at least 5 years of continuous service, you will be eligible for a deferred vested pension, based on benefits earned to the date of termination.

Pension benefits are 1.3% of average annual base pay times each year of credited service from date of employment to Retirement Date. Credit is given back to age 25. Annual base pay is your total W-2 compensation rate up to $95,000.

The benefits provided under this plan are independent of and additional to Social Security benefits. The plan provides a pension payable for as long as the employee lives after retirement. All eligible employees enter the plan. After entry, participation may not be discontinued, prior to retirement, death or termination of employment.
This is a brief description and is not meant to contradict any provisions of the plan.  
**Tax-deferred Annuity (TDA):** Mutual of America  
*(For full time employees).*

Directors/Coordinators may supplement pension benefits through a voluntary salary reduction program under the Archdiocesan 403(b) plan with Mutual of America. Contributions are tax-deferred until retirement or 59 years of age.

Once a year, the Director/Coordinator chooses the amount to be withdrawn from their salary. It is taken out of the gross pay and put into the TDA; no tax is paid on it until the Director/Coordinator begins withdrawing it.

*N.B. If, after studying this information packet, you have questions regarding these benefits or your eligibility and you are a Director or Coordinator of Religious Education, you may email Sr. Teresita Morse, Director of Formation of Catechetical Leaders: Sr.Teresita.Morse@archny.org*
Workers’ Compensation

The Workers’ compensation law was amended to allow for the use of PPOs (Preferred Provider Organizations) in New York State. A PPO is a contracted network of medical providers furnishing treatment at negotiated rates. Workers’ Compensation PPOs are regulated by both the Department of Health and the Workers’ Compensation Board. The managed care law was enacted to enable insureds and insurance carriers to contract with PPO networks to bring medical expenses under tighter control and improve treatment plans for workers’ compensation injuries.

Functionally, what this means to employees is that for the first 30 days of treatment after an injury, they must be treated by an in-network physician. Insured employees will be directed to a provider belonging to the network; however, they may opt out-of-network after 30 days of treatment or seek treatment from another physician in-network.

Procedurally, Workers’ Compensation injuries are to be reported to Chubb at 1-800-699-9916. From this point the claim will be referred to a “Blue Cross Workers’ Compensation” case nurse. The case nurse will confirm treatment protocol with provider, extent of injury and an approximate return to work date.

Maternity Leave

Maternity leave is available, including both a pregnancy disability component (about six weeks) and a child care component (for up to one year, should the Director/Coordinator so desire). This is an unpaid leave of absence during which a person can receive New York State disability benefits. Health insurance coverage will be maintained by the employing parish for a period of up to twelve weeks. After that, if a person wants to remain on leave she can continue coverage through the parish’s group rate at her own expense.

Family and Medical Leave

Consistent with federal law, Directors/Coordinators who have been employed at least one year are eligible, under certain circumstances, to take an unpaid leave of absence for up to twelve weeks in a calendar year to care for a newborn or newly adopted child, to attend to their own serious health condition, or to take care of a family member with a serious health condition. Though the leave is unpaid (except for disability payments if the Director/Coordinator has a serious health condition), the employing parish will continue the Director/Coordinator’s health insurance benefits at its expense during the twelve week period. In cases of serious health conditions, appropriate medical certifications may be requested by the employing parish.
Contract Negotiations
Timeline for Contract Negotiations
for Both the Lay and the Religious Director/Coordinator

February:

The Lay Director/Coordinator works with the Archdiocesan Compensation Guidelines to ascertain her/his place on the compensation scale.

March:

First half of month --

The Director/Coordinator -- Religious or Lay -- submits a letter of intent to the Pastor indicating whether or not she/he intends to continue in the position and specifying any concerns to be addressed in the context of contract negotiation. The lay Director/Coordinator includes with this letter a copy of the Archdiocesan Compensation Guidelines annotated to describe his/her place on the scale.

Second half of month --

The Pastor and the Director/Coordinator meet for contract negotiations. This meeting may consist of several sessions as needed.

If the Director/Coordinator is to continue in the position, the Agreement of Employment is offered by the Pastor.

April:

By April 15, if the Director/Coordinator is to continue in the position, the Agreement of Employment is signed by both the Pastor and the Director/Coordinator.
Conditions of Employment

Generally the position of full-time Director/Coordinator of Religious Education entails a five-day work week. The work schedule is to be negotiated with the Pastor.

This is a twelve-month per year position, with four weeks of vacation per year. In addition, holy days and holidays should be determined between the Pastor and the Director/Coordinator.

The Director/Coordinator shall have twelve days of sick/personal leave with pay each year.
Agreement of Employment: Introduction

*The Lay Director/Coordinator (GDC 230):*

See the "Agreement of Employment for Lay Directors/Coordinators of Religious Education" included in this section. A copy of the signed Agreement of Employment should be sent to the Regional Catechetical Office where it is kept on file.

*The Religious Director/Coordinator (GDC 228-229):*

See "Ministerial Agreement for Religious in the Archdiocese of New York" included in this section. Refer also to the booklet prepared by the Office of the Vicar for Religious containing guidelines for housing, guidelines for conflict resolution, and the ministerial agreement.
AGREEMENT OF EMPLOYMENT
FOR
LAY DIRECTORS/COORDINATORS OF RELIGIOUS EDUCATION

1. This agreement is made by and between the Parish of ____________________________, a religious corporation organized under the laws of the State of New York (hereinafter the “Employer”) and __________________, the Director/Coordinator of Religious Education (hereinafter the “Director/Coordinator”) who has been approved by the Archdiocesan Catechetical Office as qualified for the position of Director/Coordinator.

2. The professional services which are the subject of this Agreement shall commence on the 1st day of September, 20__, and shall terminate on the 31st of August, 19__. 

3. The Director/Coordinator agrees to provide to the Parish the professional services which are specified and described in the ARCHDIOCESAN HANDBOOK FOR PARISH RELIGIOUS EDUCATION DIRECTORS AND COORDINATORS, as published and updated by the Archdiocesan Catechetical Office.

4. The Director/Coordinator agrees to provide these services under the general supervision of the Pastor of the Parish and in accordance with the policies of the Archdiocesan Catechetical Office.

5. The Director/Coordinator recognizes the religious nature of the program and remains committed to a life witness where statements and actions follow the official teachings of the Roman Catholic Church and the policies and rules of the Ordinary of the Archdiocese of New York.

6. The Director/Coordinator is employed on a twelve (12) month basis with approved absences for vacations, sickness and other approved periods, pursuant to the policy of the Employer.

7. The annual salary rate for the position shall be $ _____________ minus standard withholding and other authorized deductions. Payments shall be made on a semimonthly or biweekly basis over the course of 12 months.

8. In addition to the monetary compensation described in Paragraph 7 above, the Employer agrees to provide those benefits, health, pensions, etc., provided for the Catholic Parish School Principals of the Archdiocese. The benefits are specified as follows:
9.  a) This Agreement may be terminated or changed by mutual written consent of the Employer and the Director/Coordinator, which termination or change shall be effective on the 30th day after the date of such consent, unless an earlier date is mutually agreed to.

b) Provisions shall be made for an annual written evaluation to be completed by the Pastor at least one month prior to the renewal of the agreement.

c) The Employer may terminate this agreement immediately and discharge the Director/Coordinator “for cause,” which includes but is not limited to a violation of the obligations in paragraph five (5). The Employer’s decision to terminate “for cause” may be appealed to the Archdiocesan Office of Conciliation and Arbitration. Should that process come before an Archdiocesan arbitrator, then a said arbitrator shall render a final and binding decision on the parties not subject to further review or appeal.

d) In addition to the right to immediately terminate “for cause,” the Employer may terminate this agreement and discharge the Director for any reasons other than for cause, by providing 60 days pay upon termination. If 60 days pay is provided, the Agreement shall terminate and the parties shall be relieved of all obligations under this agreement.

e) The Director agrees to provide 60 days written notice of his or her intention to terminate this agreement and resign employment. Thereafter the parties shall be relieved of all obligations under this agreement.

10. This contract constitutes the complete agreement between the parties.

The Parish of ___________________________________________________________

By ___________________________                  __________________
                  Pastor        Date

______________________________  __________________
Director/Coordinator of Religious Education     Date
Ministerial Agreement for Religious
In the Archdiocese of New York

Agreement made as of ____________________________
(Date)

between ________________________________________
(Name of Archdiocesan Institution or Parish)

a New York religious corporation (the "Institution") with an office at
______________________________________________
(Address of Institution or Parish)

The Institution represented by
______________________________________________
(Name of Institution Representative or Pastor)

And the Administrator and Religious Congregation (the "Congregation") of
______________________________________________
(Name of Administrator and of Religious Congregation)

With an office at
______________________________________________
(Address of Congregation's New York Office)

for the services of
______________________________________________
(Name of the Individual Religious Accepting the Position)
Basic Assumption

The Religious Congregation authorizes or missions its members to their various ministries, including those in Archdiocesan institutions or parishes. This relationship holds true, regardless of the way in which the ministry was chosen (mutual discernment, consultation, appointment, etc.)

Therefore, this service agreement is made between the Religious Congregation and the Archdiocesan Institution or Parish. The Religious Congregation agrees to provide the Archdiocesan Institution/Parish with the services of a religious. Compensation is paid directly to the Congregation. The Archdiocesan Institution/Parish is solely responsible to supervise the work of the religious.

Therefore, it is agreed by and between the parties as follows:

1. For a period of one year beginning ____________, 20__, the Religious, as agent of the Congregation, will render services to the Institution in the position described in Exhibit A annexed hereto.

2. The annual stipend for such services shall be $____________ and, in addition, the Institution shall furnish the following annual benefits, as determined by the Archdiocese:

   Retirement __________________________

   Domicilium __________________________

   Medical __________________________

Payments will be made by check to __________________________.

(Name of Congregation/Individual)

3. The time devoted to ministry shall be equivalent to a 35/40 hour week.

4. The Religious shall be allowed 12 sick/personal days per year. In case of serious illness, the Religious will be granted a paid sick leave for a period of up to two months and this may be extended at the discretion of the Administrator of the Institution. In addition, bereavement time for the death and funeral of close relatives will be provided.
5. The Religious shall be entitled to a minimum of four weeks vacation and one week for retreat. In addition, the religious and legal holidays specified in annexed Exhibit B will be granted.

6. The Institution shall provide the following:

(e.g. office, secretarial help, operating budget, workshops or courses pertinent to the ministry, car, transportation allowance, etc.)

7. Participating in degree programs and/or full time summer study calls for negotiation of the working schedule.

8. There will be a probationary period of three months, at the end of which an initial written evaluation will take place.

9. After the probationary period, this Agreement may be terminated or changed by mutual written consent of the Institution and the Congregation which termination or change shall be effective on the 30th day after the date of such consent, unless an earlier date is mutually agreed to.

10. Provisions shall be made for an annual written evaluation to be completed at least one month prior to the anniversary of the date set forth in paragraph 1. hereof.

11. The Religious shall not be discharged without good and sufficient reason and without prior warning. The Institution, Congregation and Religious agree that any dispute with respect to this Agreement shall be resolved by use of the Archdiocesan Conflict Resolution Procedure and Due process.

12. The Ministerial Agreement is subject to the prescriptions of the Code of Canon Law.
13. Since the Religious is an agent of the Congregation and not an employee of the Institution and payments hereunder are made directly to the Congregation:

(i) the Religious shall not complete I.R.S. Form W-4,

(ii) the Institution shall not withhold any amounts for Social Security or income taxes,

(iii) the Institution shall not file I.R.S. Form W-2 for any payments hereunder,

(iv) the Institution shall, if required under the tax regulations, file I.R.S. Form 1099 showing the Congregation as payee and the Congregations' employer identification number.

In witness whereof, the parties have executed this Agreement as of the date first above written.

__________________________________________
(Name of Institution or Parish)

By__________________________________________
(Signature of Institution Administrator or Pastor) (Date)

__________________________________________
(Name of Congregation)

By__________________________________________
(Signature of Major Superior) (Date)

By__________________________________________
(Signature of Individual Religious) (Date)
EXHIBIT A

Attached to Ministerial Agreement

Institution __________________________

Congregation _______________________

Religious __________________________

Description of Position of Religious
EXHIBIT B

Attached to Ministerial Agreement

Institution

Congregation

Religious

List of Legal and Religious Holidays
Job Descriptions for

Director of Religious Education

Coordinator of Religious Education
Job Description of Director of Religious Education

These Guidelines are to be used by the Director of Religious Education in conjunction with, and in addition to, all the other Guidelines contained in this section.

Introduction

The parish is the place where ordinarily a person's faith is born and in which it grows. It is in the parish that Christian community is both formed and expressed. Therefore, the effectiveness of the Parish Catechetical Program is dependent upon the health and effectiveness of the parish community itself. In a vibrant parish, the various pastoral concerns are entrusted by the Pastor to a nucleus of mature Christians who work with him to accomplish the mission of the parish. (GDC 257 - 258)

Successful evangelization within a parish demands that Adult Catechesis is given priority. (See "Guidelines for Adult Catechesis".) By Canon Law (Canons 519, 528, 773, 776, 777), the Pastor has the responsibility for Total Parish Catechesis. However, because of the scope of the Pastor's responsibility and because of the specialized expertise that Catechesis demands, the Pastor delegates the responsibility for Total Parish Catechesis to a professional Director of Religious Education.

If the Pastor chooses not to delegate the responsibility for Total Parish Catechesis, he himself is recognized as the parish Director of Religious Education. In this case the responsibilities outlined in this Handbook for the Director are fulfilled by the Pastor himself.

On-going Formation of Catechists (GDC 156)

- Provide Catechists with on-going education beyond Levels I and II of the Archdiocesan Catechist Formation Program.

- Supervise Catechists in catechetical instruction, educational methodology and management of the learning environment.

- Provide the instruction and formation recommended as a result of supervision.

- Insure that appropriate teaching/learning methodologies for adults, adolescents and children are utilized.
Program Development

- Design the total parish catechetical program according to the model of the baptismal catechumenate as specified in the General Directory for Catechesis, 88 to 91, and the norms and criteria for presenting the Gospel message given in the General Directory, 94 to 118.

- Use the Catechism of the Catholic Church as the norm and reference for the teaching of Catholic doctrine in all the parish programs (GDC 121).

- Develop programs in response to the catechetical needs of the families of the parish. (See "Orientation to Family-Centered Catechesis".)

- Take a leadership role in the planning to meet the catechetical needs of the various groups of adults in the parish by programs offered consistently throughout the year. (See "Guidelines for the Coordination of Catechesis for Adults".)

- Develop a catechetical program for children in pre-school through eighth grades. (See Job Description of Coordinator of Religious Education.)

- Develop a catechetical program for children in pre-school through eighth grades. (See "Guidelines for Coordination of the Catechetical Program, Pre-school through Eighth Grade".)

- Design programs and curricula in sensitivity to the needs of the various ethnic and cultural groups within the parish (GDC 167).

- Establish, in conjunction with the Pastor and parish staff, long and short term goals and objectives for Total Parish Catechesis leading to the greater effectiveness of the parish programs (GDC 170).

- Evaluate the total program annually using:
  - the objective context of the General Directory for Catechesis,
  - with particular focus on the six tasks of Catechesis (GDC 85 - 86),
  - the Archdiocesan Handbook for Parish Directors/Coordinators,
  - the parish assessment of needs,
  - the goals and objectives established by the parish,
  - the feedback received from Catechists and program participants,
  - the catechetical expertise of the parish staff.
Program Administration

- Promote throughout the entire parish community an understanding of Total Parish Catechesis as a primary responsibility of each member of the parish under the leadership of the Pastor (GDC 168).

- Direct and administer the Total Parish Catechetical Program using the Guidelines for Program Coordination wherever they apply.

- Strive continually to build faith community by creating an environment of welcome and hospitality for gatherings such as catechist sessions, parent meetings, and adult formation opportunities, and incorporate opportunities for socialization into these gatherings (GDC 69-70).

- Administer the catechetical program with sensitivity to diverse family structures and needs and to the various cultural and ethnic backgrounds in the parish community.

- Establish and oversee committees and formation teams to address particular needs within the overall catechetical program.

- Collaborate with the parish Director/Coordinator of the Catechumenate in meeting the needs of children, youth and adults who are preparing to receive the Sacraments of Initiation through the Catechumenate process (GDC 65-68).

- Serve as the Catechetical Resource Person for the total parish community in such areas as theology, catechesis, models of religious education, printed and audio-visual catechetical materials, and services available in the wider church and community for use in the total parish catechetical program.

- Use media and technology to increase the effectiveness of the catechetical program (GDC 160-162).
Principles for Inculturating Faith Formation (GDC 109, 202 - 206)

- Identify the racial, linguistic and ethnic groups in the parish community.

- Work with the Pastor and the entire parish staff to foster in the whole parish community genuine appreciation for each culture represented among its membership.

- Work with the Pastor and parish staff to create in the parish a climate of welcome and a sense of belonging for each different group.

- Affirm authentic values expressed in family traditions, social customs and religious devotions and help people discern those elements in their culture which impede their human and Christian development (GDC 21).

- Seek to understand, for the various racial and ethnic groups in the parish, their present sense of identity with the Church and make this the starting point for Catechesis.

- Build on the religious experiences of the group by incorporating into the catechetical programs, the language, symbols and traditional values of the cultures of the participants (GDC 110).

- Involve the whole People of God in planning, not just those with particular expertise, recognizing that the "sensus fidei" is found in the wider Christian community (GDC 206).

- Ensure that the various racial, linguistic and ethnic groups of the parish community take part, as appropriate, in the planning of Catechetical programs and events.

- Be aware of the socio-economic and family circumstances of the parish members and plan programs that in actuality meet the needs of their situations (GDC 192).

- Be careful to address language requirements of people within the parish who do not understand the language used by the parish majority.

- Follow these guidelines within the context of “A Synthesis of the Meaning of Inculturation in the General Directory for Catechesis” (page GD-13).
Sensitivity and responsiveness to diverse family structures, cultural and ethnic backgrounds, and their particular needs permeate all dimensions of the Catechetical Program.
Job Description of Coordinator of Religious Education

Pre-School Through Eighth Grade

Recruitment and Selection of Catechists

- Communicate to the Parish an understanding of the role of the Catechist in the life and mission of the parish and the esteemed place Catechists hold in the tradition of the Church (GDC 163 - 164).

- Recruit Catechists according to the guidelines in the Catechist Formation Manual.

- Recruit substitutes to replace absent Catechists, using the same guidelines.

- Select Catechists and Catechist substitutes according to the “Personnel Guidelines”.

Ongoing Formation of Catechists (GDC 156)

- Development of faith-community among Catechists and staff (GDC 158)

  - Organize an evening or day of prayer and sharing at least once a year.

  - Provide for regular prayer together, and help Catechists to become effective leaders of prayer, able to use a variety of prayer styles.

  - Foster sharing among the Catechists by such simple means as having refreshments available before and after class.

  - Arrange appropriate celebrations and expressions of gratitude throughout the year.
Formation of Catechists

- Enable Catechists to understand their responsibility to implement the six fundamental tasks of catechesis:
  
  to promote the knowledge of the faith,
  to give moral formation,
  to provide liturgical education,
  to teach to pray,
  to educate for community life,
  to initiate into the missionary dimension.

\[(GDC \ 85-86)\]

- Require participation in the Archdiocesan Catechist Formation Program.

- Schedule the Archdiocesan Catechetical Congress as a regular part of the year’s program, and provide for the Catechists’ attendance.

- Provide ongoing training in the use of the Catechist’s manual, in the implementation of the Archdiocesan Guidelines for Catechesis, in the management of the learning environment and in other areas as needed.

- Provide each Catechist with a handbook detailing the duties and responsibilities of the Catechist.

- Prepare a yearly calendar for the program, including those Archdiocesan, regional and parish catechetical meetings and events in which Catechists are expected to participate.

- Instruct the Catechists and supervise them regularly in the fulfillment of their responsibilities for the safety and well-being of the students.

- Regularly observe the catechetical sessions throughout the year, and provide ways for each Catechist to improve as needed in educational method and management of the learning environment.

- Meet with the individual Catechist at least once a semester.

- Organize and conduct staff meetings approximately every six weeks.

- Involve Catechists in planning the catechetical programs in which they participate.

- Insure that Catechist-substitutes receive ongoing training and are well-prepared.
Program Development

- Select a single textbook series, grades 1 through 6, in accordance with the Archdiocesan Guidelines for Catechesis, the needs of the children of the parish, and the capabilities of the Catechists (GDC 119).

- Select materials/program for effective seventh and eighth grade catechesis in accordance with the Archdiocesan Guidelines for Catechesis (GDC 119).

- Collaborate closely with parish and archdiocesan leadership in youth ministry and high school catechesis.

- Provide preschool and kindergarten catechetical programs giving serious consideration to the Catechesis of the Good Shepherd as explained in the Archdiocesan Guidelines for Catechesis, Pre-Kindergarten through Grade Six (GDC 177 - 180).

- Provide catechetical formation for children/youth with special learning needs (see “Guidelines for Meeting the Needs of Students with Disabilities”, page A-55).

- Provide sacramental catechesis for the reception of First Penance, First Eucharist, and Confirmation (see “Guidelines for Coordination of Sacramental Programs”, page A-31).

- Implement at every grade level, K through 12, the directives of the New York State Bishops as given in HIV/Education - A Catholic Framework of Understanding.

- Develop catechetical enrichment opportunities wherever possible, such as summer Bible school, days of prayer.

- Encourage and direct Catechists in the use of supplementary teaching materials such as audiovisual, art supplies, workbooks, and provide these materials for the Catechists.

- Organize liturgical celebrations of the Eucharist and the Sacrament of Penance for all students at least once a year, either through individual-class or total-school celebrations.

- Evaluate annually the various dimensions of the Catechetical Program -- personnel, textbooks, program administration.
Program Administration

- Organization of Space for Catechetical Program

  - Provide space for a faculty room or gathering place for the Catechists, including individual space for each Catechist’s teaching materials.

  - Set up a catechetical office which includes a telephone and a computer with the appropriate software.

  - Set up files which include records for all the students in the program.

  - Maintain a file folder for each Catechist containing the Catechist’s application, the updated record of the Catechist’s participation in the Catechist Formation Program, and other appropriate personal information.

  - Provide a resource library for Catechists, including audiovisual materials and equipment, Catechists’ manuals from major textbook series, periodicals and books for the professional development of the Catechists.

  - Provide space that is conducive to learning, with good lighting and safe physical features.

  - Insure that the space used for the parish catechetical program is properly maintained and left in good order.

- Management of the Budget

  - Draw up the budget in the Spring using the Archdiocesan Catechetical Program Budget and Financial Report” (pages A-17 to A-22).

  - Have the budget approved by the Pastor.

  - Collect and disburse funds throughout the year according to the approved budget.

  - Account accurately for the collection and disbursement of all funds in accordance with the “Archdiocesan Catechetical Program Budget and Financial Report” (pages A-17 - A-22).
Management of the Program

- Develop written program policies to be approved by the Pastor and to be made available as appropriate to parish leadership, catechetical staff, and the families of children in the program (GDC 165).

- Provide for secretarial assistance.

- Insure that the program name does not include the word “school”, a word which has connotations that are inappropriate and even incorrect for a parish catechetical/religious education program.

- Distribute to the parishioners, on Catechetical Sunday or another appropriate occasion, the brochure prepared by the Archdiocesan Catechetical Office: Whatever Happened to CCD?

- Plan registration for the spring keeping in mind the importance of doing all possible to accommodate families.

- Handle late registrations with flexibility and compassion, doing all possible to provide for the religious education needs of each family.

- Organize and carry out the program’s registration procedure in advance of the first day of the catechetical program so that the necessary class lists and instructional materials will be available for the Catechists’ first session with the students.

- Plan at least 30 sessions per year for the students.

- Insure that each session lasts at least an hour and 15 minutes.

- Organize non-graded sessions for students who do not fit into the regular graded sessions, and structure ways to make up course material missed by students who have registered late, have failed a course or section of a course, or have missed the material through absence.

- Implement the “Guidelines for Parish Handbooks” (page H-1).

- Remain available before and after the Catechetical sessions each week to serve the needs of students, parents, and Catechists.

- Implement the “Personnel Guidelines for Catechists and Staff” (page P-39).
Communication with Parents:

- Advertise the catechetical program for several weeks prior to registration, using both public and parish means of communication.

- Publish a Parent Handbook following the "Guidelines for Parish Handbooks" (page H-1) and the model handbook provided by the Regional Catechetical Office.

- Publish a calendar for the year with clearly identified dates and times for catechetical sessions, holidays, parent meetings, and special events of the catechetical program such as the celebration of First Eucharist and Confirmation.

- Establish clearly understood channels through which parents may communicate with their child’s Catechist.

- Organize meetings for parents, such as an introductory evening when parents meet catechetical personnel and receive an overview of the year’s program.

- Incorporate a variety of prayer forms into parent meetings.

- Write letters to all parents as appropriate.

- Contact families when needs of individual students call for it.

- Develop and maintain a student evaluation system.

- Be available to confer with parents and when a person needs referral to another professional; offer information for seeking appropriate assistance.
Appendix
Faith Qualities Essential for the Catechetical Ministry (GDC 53-57)

"ONLY MEN AND WOMEN OF FAITH CAN SHARE FAITH WITH OTHERS, PREPARING THE SETTING WITHIN WHICH PEOPLE CAN RESPOND IN FAITH TO GOD’S GRACE."

(Sharing the Light of Faith # 207)

Called by God

The Director/Coordinator receives and responds to a call which comes from the Lord and is articulated in the local Church.

The response to this call includes the willingness to give time and talent not only to catechizing others but also to furthering one’s own growth in faith.

The Director/Coordinator is able to articulate this call as well as his/her commitment to the ministry of catechetical leadership.

Grounded in the Lord

The Director/Coordinator is committed to Jesus Christ and lives in an ever-deepening relationship with Him. It is from this relationship, that the ministry of the Director/Coordinator flows (GDC 81).

The Director/Coordinator believes in the Gospel and in its power to transform lives, and frequently reflects on and prays with the Scriptures.

Faithful to the Church

The Director/Coordinator demonstrates a fidelity to the official teachings of the Catholic Church and realizes that, in the exercise of the catechetical ministry, it is the Church that is represented.

The Director/Coordinator tests and validates personal understanding and insights in the light of the Gospel message as presented by the teaching authority of the Church.

The Director/Coordinator is aware that, as a pilgrim people, the Church is in constant need of renewal, and strives therefore to discern the Spirit’s presence ever at work in the Church community (GDC 32).
Committed to Community

The Director/Coordinator appreciates the Eucharist as the deepest sign of community and the cause of its growth, and participates frequently in its celebration with other members of the catechetical community.

The Director/Coordinator sees and promotes the parish as the focal point of community in the Church.

The Director/Coordinator has learned the meaning of Christian community by experiencing it and fosters relationships within the catechetical community through:

- shared prayer, shared ministerial goals, and shared faith-values,
- the acceptance of individual strengths and weaknesses,
- discussion, recreation, and working together,
- conflict handled as a source of growth,
- Christian reconciliation.

Oriented to Mission

The Director/Coordinator holds inviolate the dignity of each human person and continually works for this dignity -- witnessing through personal attitudes and actions and infusing the entire catechetical program with the social teachings of the Church (GDC 17-19).

Sources used:

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Competencies
of the Director of Religious Education

Theological/Catechetical Competencies (GDC 36 - 46)

- Ability to present and explain the official teachings of the Catholic Church coupled with a demonstrated fidelity to these teachings.

- Ability to encourage, assist and challenge Catechists and other adults to grow and mature in their Catholic faith.

- Ability to develop the total parish program in light of Church teachings reflective of the Second Vatican Council Documents (GDC 27 - 28).

- Ability to use the Catechism of the Catholic Church as a primary resource for teaching.

- Ability to recognize those elements in culture and society which lend understanding to the Church’s teachings and incorporate those elements into the catechetical program; the ability to challenge those elements which contradict the Gospel message (GDC 193 - 194).

- Ability to explain the catechetical ministry and its importance in the Church today, and to present the catechetical leader’s role and responsibilities in carrying out the mission of the parish.

- Ability to recognize the inroads of secularism even in the lives of the baptized, and to provide where needed “the new evangelization” as the context for catechesis (GDC 26).

- Ability to discern in expressions of “popular piety” both the desirable qualities that resonate with true faith and the aspects that can lead to error, and then to direct it wisely (GDC 195 - 196).

- Ability to continually advance in the educational content outlined in the National Certification Standards. (See “Professional Formation of Catechetical Leaders”, page PF-5.)
Competencies for Catechist Formation (GDC 233 - 236)

- Ability to communicate with others in a way that invites their support for and participation in the catechetical ministry as the responsibility of all members of the parish community (GDC 220).

- Ability to recruit, interview and screen candidates, and select those with the potential to be good Catechists (GDC 221).

- Ability to discern and call forth the gifts and talents of Catechists.

- Ability to insure the formation of Catechists according to the Archdiocesan Catechist Formation Program (GDC 234).

- Ability to provide catechist formation, not only for those at beginning stages, but also for those already certified (GDC 238).

- Ability to supervise Catechists in catechetical content and methodology as well as in the management of catechetical sessions.

- Ability to give Catechists the instruction and formation which supervision has shown is necessary.

- Ability to support Catechists and to facilitate the development of a faith community among the Catechists and staff (GDC 246 - 247).

- Ability to manage personnel, to evaluate, to challenge inappropriate behavior/ performance, to call for correction, and to dismiss when necessary.
Competencies for Program Development

- Ability to inspire and implement a parish vision of catechesis based upon the catechetical documents of the Church *(GDC 257).*

- Ability to conduct needs assessments to ascertain the catechetical needs of the parishioners.

- Ability to facilitate the planning of long-term and short-term goals and objectives for total parish catechesis.

- Ability to design catechetical programs and processes for total parish catechesis, including catechesis for:
  - the various segments of the adult population,
  - families,
  - youth,
  - children,
  - people of diverse cultural backgrounds,
  - people with special learning needs (e.g. developmentally disabled, learning disabled, emotionally disturbed). *(GDC 171)*

- Ability to select, adapt, facilitate the use of, and supplement catechetical texts and resources according to church documents, archdiocesan directives and the needs of the parish.

- Ability to make use of the resources of other archdiocesan and community services to augment program development.

- Ability to use the methods and means of mass media to promote catechesis while at the same time teaching discernment of the influences the media has on society *(GDC 209).*

- Ability to integrate into the curriculum of the Total Parish Program the social justice teachings of the Church in such a way as to motivate to action *(GDC 17 - 19).*

- Ability to devise procedures and tools for the effective evaluation of each component of the total catechetical program.

- Ability to integrate into a total parish catechetical program the six fundamental tasks of catechesis: to promote knowledge of the faith, to provide liturgical education, to give moral formation, to teach to pray, to educate for community life, and to initiate into the missionary dimension *(GDC 84 - 87).*
1. To Promote Knowledge of the Faith:

"By deepening knowledge of the faith, catechesis nourishes not only the life of faith but equips it to explain itself to the world." (GDC 85)

- by faithfully incorporating into the parish catechetical program the Church's teaching as it is found in the Documents of Vatican II and in the Catechism of the Catholic Church,

- by sharing the Church's teaching as found in the above documents with Catechists in order to help them grow in their understanding of the faith they are teaching,

- by implementing the Archdiocesan Guidelines for Catechesis: Pre-Kindergarten through Grade Six,

- by implementing the Archdiocesan Guidelines for Catechesis: Grade Seven and Grade Eight.

2. To Give Moral Formation:

"Conversion to Jesus Christ implies walking in his footsteps. Catechesis must, therefore, transmit to the disciples the attitudes of the Master Himself." (GDC 85)

- by infusing into the religious instruction given in each session a moral formation which helps the students realize what it means to live as disciples of Jesus,

- by insuring that within the total parish catechetical program the moral dimensions of the Catholic Faith are clearly and consistently taught, using the Archdiocesan Guidelines for Catechesis and the Catechism of the Catholic Church.

- by keeping ever before the Catechists "conversion to and following of Jesus Christ" as the ultimate objective of their catechetical sessions.
3. To Provide Liturgical Education:

"Communion with Jesus Christ leads to the celebration of his salvific presence in the sacraments, especially in the Eucharist. The Church ardently desires that all the Christian faithful be brought to that full, conscious and active participation which is required by the very nature of the liturgy and the dignity of the baptismal priesthood." (GDC 85)

- by fostering in the participants of the program a deep love for and appreciation of the Eucharist, the other sacraments of the Church, and the Liturgy of the Hours,

- by insuring that the meaning of the liturgy and the sacraments is clearly and consistently taught to all children, youth and adults in the Total Parish Catechetical Program.

- by designing and implementing a variety of prayer forms and retreat experiences as an integral part of the total catechetical program,

- by using current Church guidelines and liturgical principles in planning liturgical/sacramental celebrations or in designing catechetical sessions for Catechists and other adults.

4. To Teach to Pray:

"When Catechesis is permeated by a climate of prayer, the assimilation of the entire Christian life reaches its summit." (GDC 85)

- by insuring that prayer is a significant part of each catechetical session,

- by helping the Catechists become familiar with the variety of prayer forms offered by the Tradition so that they may introduce these to their students,

- by insuring that throughout the year the Catechists teach the "Prayer and Worship" content of the Archdiocesan Guidelines and use the prayer experiences,

- by praying regularly with the Catechists using different styles of prayer -- at meetings, in shared prayer sessions, at individual conferences.
5. To Educate for Community Life:

"Catechesis prepares the Christian to live in community and to participate actively in the life and mission of the Church." (GDC 86)

- by making Catechists aware that in their catechetical sessions they are continuously educating for life in the Christian community,

- by providing settings and experiences which create and promote Christian community, such as opportunities for --

  faith-sharing and prayer together,
  celebrating together the Eucharist and other liturgical experiences,
  socializing,
  collaborating in the planning and evaluation of the catechetical program,
  affirming the contributions and talents of each member.

6. To Initiate into the Missionary Dimension:

  Catechesis "seeks to equip the disciples of Jesus to be present as Christians in society through their professional, cultural and social lives." (GDC 86)

- by insuring that the Church's social teachings are integrated as appropriate into the catechesis of every level of the total parish catechetical program,

- by promoting social justice in all dimensions of the catechetical program,

- by incorporating opportunities for service into every level of total parish catechesis,

- by instilling in the students the realization that each one has a vocation and must listen to the Holy Spirit in order to discern how God is calling them to live out their lives --

  promoting understanding and respect for the priesthood, permanent diaconate, and religious life, and encouraging the students to consider these vocations,

  presenting the lay vocation as the call to live, faithfully and heroically, the Christian life in the midst of a secular society,

- by preparing the students to communicate respectfully with people of other religious beliefs by giving them a secure rootedness in their own Tradition, a basic understanding of the tenets of non-Catholic and non-Christian Traditions, and the certainty that each person is called to fullness of life in God.
Competencies for Administration

- Ability to administer a total parish catechetical program in a manner which supports other parish ministries and contributes to the building up of parish community (GDC 253 -254).

- Ability to select/hire, in consultation with the Pastor, staff to provide secretarial and support services.

- Ability to work effectively with a secretarial staff.

- Ability to design, implement and evaluate catechetical program policies and procedures.

- Ability to plan, conduct and evaluate meetings.

- Ability to share and/or delegate administrative responsibilities.

- Ability to work collaboratively.

- Ability to facilitate effective group interaction and teamwork (GDC 159).

- Ability to work with others to define a problem, generate alternative solutions and follow a course of action.

- Ability to affirm the contributions and talents of each Catechist and staff member.

- Ability to manage conflicts.

- Ability to communicate clearly and appropriately through writing and public speaking.

- Ability to plan, organize and manage one's time in accordance with priorities and work responsibilities.

- Ability to make effective use of computer and other technology for instructive and administrative purposes.

- Ability to draft the catechetical budget, to present it to the Pastor and appropriate parish financial groups, and to defend and negotiate it.

- Ability to maintain a total parish catechetical program securely within the perimeters of Church law, civil law and the guidelines set forth in this handbook.
Relational Skills of
the Director of Religious Education

*Relationship to Archdiocesan Catechetical Office (GDC 265 - 267)*

- Relates with the Archdiocesan Catechetical Office as "the means which the Bishop as head of the community and teacher of doctrine utilizes to direct and moderate all the catechetical activities of the diocese" *(GDC 265)*.

- Carries out the catechetical directives of the Archbishop, recognizing him as the primary catechetical authority of the Archdiocese *(GDC 222 - 223)*.

- Directs the parish catechetical program in accordance with the leadership of the Archdiocesan Catechetical Office *(GDC 272 - 278)*.

- Supports, promotes and implements archdiocesan policies and programs affecting catechesis.

- Achieves certification as Director of Religious Education through the Archdiocesan Certification Process.

- Participates in archdiocesan professional formation opportunities, as well as the regular meetings and projects of the Regional Catechetical Office.

- Completes in a timely manner Archdiocesan reports, surveys, and consultations.
Relationship to Pastor (GDC 224 - 225)

- Administers with accountability to the Pastor.

- Collaborates with the Pastor in implementing the catechetical directives from the Pope (GDC 270), the Sacred Congregations (GDC 271), the United States Bishops (GDC 269) and the New York State Bishops (GDC 268).

- Shares in the Pastor’s responsibility for the catechetical ministry of the parish.

- Communicates and meets regularly with the Pastor.

- Establishes, reviews, and evaluates mutual expectations with the Pastor.

- Advises the Pastor of trends which will affect catechetical planning.

- Recommends to the Pastor the shaping of parish policies affecting catechesis.

Relationship to Parish (GDC 257 - 258)

- Keeps the parish community ever aware that Catechesis is a primary responsibility of the parish to each and all of its members (Canon 528).

- Works consistently to promote a vibrant parish life, realizing that this is the necessary context for an effective catechetical program, and remains aware of the impact on the catechetical program of negative dimensions of the parish’s life.

- Discerns, both personally and with the Pastor, whether or not to join the parish if living in a parish other than the place of work.

- Strives continually with the Pastor and the Parish Staff to apply to the parish community the directives on inculturation of the Gospel given in the General Directory for Catechesis 202 to 214.

- Recognizes as assets of the entire parish community all parish buildings and resources and collaborates in the management of policies and calendars in order to make these resources available as appropriate to all parish groups, e.g. parish religious education center, parish school, parish hall, parish meeting rooms, audio-visual equipment.
Relationship to Parish Staff

- Serves as a member of the parish staff *(GDC 72).*

- Communicates and meets regularly with the other members of the parish staff.

- Serves as a resource person for the parish staff on catechetical issues and is able to provide in-service training for its members as needed.

- Advises the staff with regard to catechetical program planning.

- Participates in efforts to foster a faith community among the staff.

- Collaborates closely with the parish Coordinator of Youth Ministry.

- Collaborates closely with the Parish Director of the Catechumenate *(GDC 256).*

Relationship to Parish Council

- Serves as a member of the Parish Council and meets regularly with the Council.

- Serves as a resource person regarding catechetical issues.

- Reports regularly on developments in parish catechesis.

- Consults as needed with the Parish Finance Committee in the preparation of the catechetical budget.

- Advises the Parish Council with regard to catechetical program planning.

Relationship to Others Involved in the Parish's Ministry *(GDC 261 - 262)*

- Provides leadership in fostering unity among the various ministries within the parish.

- Serves as a resource and consultant on catechetical issues.

- Supports parish projects and programs.
Relationship to Parish School Personnel *(GDC 259 - 260)*

- Serves as a consultant to the Principal and faculty on catechetical issues *(GDC 73 - 75).*

- Collaborates with the Principal in developing a unified parish-based sacramental preparation program for, and the celebration of, First Penance, First Eucharist and Confirmation.

- Works with the Principal in identifying common catechetical goals.

- Makes available upon request training opportunities for school Catechists.

- Informs the Principal and faculty of catechist formation offered through the Archdiocesan Catechetical Office.

- Coordinates calendar and program planning with the Principal.

- Coordinates with the Principal the sharing of facilities and resources.

Relationship to Families *(GDC 255)*

- Helps families to recognize the many ways they are already revealing the face of God in the intimate sanctuary of family life, "the domestic church".

- Helps parents understand, own and fulfill their role as the primary religious educators of their children *(GDC 226).*

- Designs the parish catechetical program to assist parents in this responsibility *(GDC 227).*

- Demonstrates sensitivity to diverse family structures & their special needs.

- Values and is responsive to the diverse cultural and ethnic backgrounds of the families in the parish.

- Communicates regularly with families on matters of catechetical interest.

- Initiates and implements catechetical programs in response to the special needs of the families of the parish.

- Facilitates family participation in the development of these programs.

- Evaluates the impact and effectiveness of the parish catechetical program for the families involved.
Relationship to Peers in the Catechetical Ministry

- Meets regularly with other Catechetical Leaders in the Archdiocese to offer mutual support and to learn from one another.

- Participates in professional associations related to the catechetical ministry.

- Participates regularly in opportunities to celebrate and share with other Directors and Coordinators the faith-life that must ground authentic commitment to Catechetical Leadership.

Relationship to Other Church Communities (GDC 197 - 201)

- Communicates and cooperates with neighboring Catholic parishes and offers mutual support and help where possible (GDC 252).

- Fosters in Catechists and students a deeper understanding of other faith traditions.

- Supports ecumenical outreach to other faith communities.

- Collaborates as appropriate in programs and projects with local synagogues and churches of other faiths.

Relationship to the Local Community and to the Wider Society (GDC 22 - 23)

- Cooperates, as appropriate, in programs and projects of the local civic community (GDC 211).

- Encourages catechetical program participants to continually seek ways to serve the needs of the neighborhood and the wider community.

- Teaches students to live, and give witness to, the Gospel message in the midst of a secularized society (GDC 193-194).

- Identifies in the local community and wider society the manifestations of religious indifference and atheism that appear under the guise of secularism and helps students to identify and confront them (GDC 22-23).

- Advises Catechists and families, when appropriate, of social and educational services provided by the civic community.
Competencies

of the Coordinator of Religious Education

Theological/Catechetical Competencies (GDC 36 - 46)

- Ability to identify and explain clearly the official teachings of the Church contained in the section of the curriculum for which the Coordinator is responsible, coupled with a demonstrated fidelity to these teachings.

- Ability to encourage Catechists and other adults to grow in their Catholic faith.

- Ability to select textbooks and materials which reflect the teachings of the Second Vatican Council and to organize programs of instruction on the Vatican Council Documents (GDC 27 - 28).

- Ability to use the Catechism of the Catholic Church as a primary reference.

- Ability to recognize the elements in culture and society which lend understanding to the Church’s teachings and incorporate those elements into the catechetical program (GDC 193 - 194).

- Ability to explain the catechetical ministry and to present the Catechetical Leader’s role and responsibilities in carrying out the mission of the parish.

- Ability to recognize in expressions of “popular piety” both the desirable qualities that resonate with true faith and the aspects that can lead to error (GDC195-196).

- Ability to complete the Basic Training Program, the Catechetical Leadership Program, and then to continue to pursue ongoing catechetical formation.
Competencies for Catechist Formation (GDC 233 - 236)

- Ability to communicate with others in a way that invites their support for and participation in the catechetical ministry as the responsibility of all members of the parish community (GDC 220).

- Ability to recruit, interview and screen candidates, and select those with the potential to be good Catechists (GDC 221).

- Ability to discern and call forth the gifts and talents of Catechists.

- Ability to insure the formation of Catechists according to the Archdiocesan Catechist Formation Program (GDC 234).

- Ability to encourage Catechists to pursue their formation and to assist them in finding courses, workshops and growth opportunities (GDC 238).

- Ability to observe the teaching/learning situation of each session and to provide ways for the Catechist to improve, as needed, in catechetical content and methodology and in the management of catechetical sessions.

- Ability to provide for the Catechists the instruction and formation which observation has shown is necessary.

- Ability to support Catechists and to facilitate the development of a faith community among the Catechists and staff (GDC 246 - 247).

- Ability to manage the personnel working in the Coordinator’s area of responsibility, to evaluate, to challenge inappropriate behavior/performance, to call for correction, and to dismiss when necessary.
Competencies for Program Development

- Ability to plan the catechetical program in accordance with the catechetical documents of the Church (*GDC 257*).

- Ability to take a leadership role in planning annual goals and objectives for the Coordinator's area of responsibility.

- Ability to select from existing learning models the most appropriate means of addressing the catechetical needs in the Coordinator's area of responsibility, including catechesis of those persons with special learning needs.

- Ability to select, adapt, and facilitate the use of catechetical texts and resources according to Church documents, archdiocesan directives and the needs of the students (*GDC 283*).

- Ability to use the methods and means of mass media to promote catechesis while at the same time discerning the influences that media has on society (*GDC 209*).

- Ability to insure that the catechetical program includes, for each age level in the Coordinator's area of responsibility, the social justice teachings of the Church (*GDC 17 - 19*).

- Ability to make use of the resources of other archdiocesan and community services to augment program development.

- Ability to choose and use procedures and tools for the effective evaluation of the catechetical program in the Coordinator's area of responsibility.

- Ability to integrate into the Coordinator's area of responsibility the six fundamental tasks of catechesis: to promote knowledge of the faith, to provide liturgical education, to give moral formation, to teach to pray, to educate for community life, and to initiate into the missionary dimension (*GDC 84 - 87*).
1. To Promote Knowledge of the Faith:

"By deepening knowledge of the faith, catechesis nourishes not only the life of faith but equips it to explain itself to the world." (GDC 85)

- by insuring that the Church's teaching is faithfully presented within the Coordinator's area of responsibility using the *Catechism of the Catholic Church*;

- by helping Catechists to use this Catechism, as well as the resources in their teacher's manual, to come to an adult understanding of the faith they are teaching;

- by implementing the Archdiocesan *Guidelines for Catechesis: Pre-Kindergarten through Grade Six*;

- by implementing the Archdiocesan *Guidelines for Catechesis: Grade Seven and Grade Eight*.

2. To Give Moral Formation:

"Conversion to Jesus Christ implies walking in his footsteps. Catechesis must, therefore, transmit to the disciples the attitudes of the Master Himself." (GDC 85)

- by infusing into the religious instruction given in the Coordinator's area of responsibility a moral formation which helps the students realize what it means to live as disciples of Jesus;

- by insuring that within the Coordinator's area of responsibility the moral dimensions of the Catholic faith are clearly and consistently taught using the Archdiocesan *Guidelines for Catechesis*;

- by keeping ever before the Catechists "conversion to and following of Jesus Christ" as the ultimate objective of their catechetical sessions.
3. To Provide Liturgical Education:

"Communion with Jesus Christ leads to the celebration of his salvific presence in the sacraments, especially in the Eucharist. The church ardently desires that all the Christian faithful be brought to that full, conscious and active participation which is required by the very nature of the liturgy and the dignity of the baptismal priesthood." (GDC 85)

- by fostering in the participants of the program a deep love for, and appreciation of, the Eucharist and the other sacraments of the Church,

- by insuring that the meaning of the liturgy and the sacraments is clearly and consistently taught in the Coordinator's area of responsibility,

- by offering a variety of prayer forms and retreat experiences as an integral part of the catechetical program,

- by using current Church guidelines and liturgical principles in planning liturgical/sacramental celebrations for Catechists and students.

4. To Teach to Pray:

"When Catechesis is permeated by a climate of prayer, the assimilation of the entire Christian life reaches its summit." (GDC 85)

- by insuring that prayer is a significant part of each catechetical session in the Coordinator's area of responsibility,

- by helping the Catechists become familiar with a variety of prayer forms so that they may introduce these to their students,

- by insuring that throughout the year the Catechists teach the "Prayer and Worship" content of the Archdiocesan Guidelines for Catechesis and use the prayer experiences,

- by praying regularly with the Catechists using different styles of prayer.
5. To Educate for Community Life:

"Catechesis prepares the Christian to live in community and to participate actively in the life and mission of the Church." (GDC 86)

- by making Catechists aware that in their catechetical sessions they are continuously educating for life in the Church community,

- by providing settings and experiences which create and promote Christian community, such as opportunities for --

  faith-sharing and prayer together,
  celebrating the Eucharist together and other liturgical experiences,
  socializing,
  collaborating in the planning and evaluation of the catechetical program,
  affirming the contributions and talents of each member.

6. To Initiate into the Missionary Dimension:

Catechesis "seeks to equip the disciples of Jesus to be present as Christians in society through their professional, cultural and social lives." (GDC 86)

- by insuring that the Church’s social teachings are integrated as appropriate into the catechesis at each level in the coordinator’s area of responsibility,

- by promoting social justice in all dimensions of the catechetical program,

- by incorporating opportunities for service into all levels of the catechetical program,

- by instilling in the students the realization that each one has a vocation and must listen to the Holy Spirit in order to discern how God is calling them to live out their lives --

  promoting understanding and respect for the priesthood, permanent diaconate and religious life, and encouraging the students to consider these vocations,

  presenting the lay vocation as the call to live, faithfully and heroically, the Christian life in the midst of a secular society,

- by preparing the students to communicate respectfully with people of other religious beliefs by giving them a secure rootedness in their own Tradition, a basic understanding of the tenets of non-Catholic and non-Christian Traditions, and the certainty that each person is called to fullness of life in God.
Competencies for Administration

- Ability to administer a catechetical program in a manner which supports other parish ministries and contributes to the building up of parish community (GDC 253 - 254).

- Ability to collaborate with the Pastor and other administrators of the catechetical program in the selection/hiring of secretarial staff.

- Ability to work effectively with a secretarial staff.

- Ability to articulate, implement and evaluate catechetical program policies and procedures.

- Ability to plan, conduct and evaluate meetings.

- Ability to share and/or delegate administrative responsibilities.

- Ability to work collaboratively.

- Ability to facilitate effective group interaction and teamwork (GDC 159).

- Ability to work with others to define a problem, generate alternative solutions and follow a course of action.

- Ability to affirm the contributions and talents of each Catechist and staff member.

- Ability to manage conflicts.

- Ability to communicate clearly and appropriately through writing and public speaking.

- Ability to plan, organize and manage one's time in accordance with priorities and work responsibilities.

- Ability to make effective use of computer and other technology for instructive and administrative purposes.

- Ability to draft the catechetical budget for the Coordinator's area of responsibility, to present it to the Pastor and/or appropriate financial authority, and to negotiate it.

- Ability to maintain a catechetical program securely within the perimeters of Church law, civil law and the guidelines set forth in this handbook.
Relational Skills of
the Coordinator of Religious Education

Relationship to Archdiocesan Catechetical Office (GDC 265 - 267)

- Relates with the Archdiocesan Catechetical Office as “the means which the Bishop, as head of the community and teacher of doctrine, utilizes to direct and moderate all the catechetical activities of the diocese” (GDC 265).  

- Carries out the catechetical directives of the Archbishop, recognizing him as the primary catechetical authority of the Archdiocese (GDC 222 - 223).  

- Coordinates the parish catechetical program in accordance with the leadership of the Archdiocesan Catechetical Office (GDC 272 - 278).  

- Supports, promotes and implements archdiocesan policies and programs affecting the Coordinator’s area of responsibility.  

- Achieves certification as a Coordinator of Religious Education through the Archdiocesan Certification Process.  

- Participates in archdiocesan professional formation opportunities, as well as in the regular meetings and projects of the Regional Catechetical Office.  

- Completes in a timely manner archdiocesan reports, surveys, and consultations in the Coordinator’s area of responsibility.
Relationship to Pastor (GDC 224 - 225)

- Administers with accountability directly to the Pastor if there is no Director of Religious Education on staff.

- Cooperates with the Pastor* in implementing the catechetical directives from the Pope (GDC 270), the Sacred Congregations (GDC 271), the United States Bishops (GDC 269), and the New York State Bishops (GDC 268).

- Assists in Pastor’s responsibility for the catechetical ministry of the parish.

- Communicates and meets regularly with the Pastor*.

- Establishes, reviews, and evaluates mutual expectations with the Pastor*.

- Discusses with the Pastor* trends which will affect catechetical planning.

- Suggests to the Pastor* the shaping of parish policies affecting catechesis.

*If the Coordinator is accountable to a parish Director of Religious Education, individual meetings would be with the Pastor and/or Director as appropriate.

Relationship to Parish (GDC 257 - 258)

- Keeps the parish community ever aware that Catechesis is a primary responsibility of the parish to each and all of its members (Canon 528).

- Works consistently to promote a vibrant parish life, realizing that this is the necessary context for an effective catechetical program, and remains aware of the impact on the catechetical program of negative dimensions of the parish’s life.

- Discerns, both personally and with the Pastor, whether or not to join the parish if living in a parish other than the place of work.

- Strives continually with the Pastor and the Parish Staff to apply to the parish community the directives on inculcation of the Gospel given in the General Directory for Catechesis 202 to 214.

- Recognizes as assets of the entire parish community all parish buildings and resources and collaborates in the management of policies and calendars in order to make these resources available as appropriate to all parish groups, e.g. parish religious education center, parish school, parish hall, parish meeting rooms, audio-visual equipment.
Relationship to Parish Staff

- Serves as a member of the parish staff (GDC 72).

- Communicates and meets regularly with the other members of parish staff.

- Serves as a resource person for the parish staff on catechetical issues in the Coordinator’s area of responsibility.

- Advises the staff with regard to program planning in the Coordinator’s area of responsibility.

- Cooperates in efforts to develop a faith community among the staff.

- Collaborates closely with the parish Coordinator of Youth Ministry.

- Collaborates closely with the parish Director of the Catechumenate in adapting the RCIA to meet the needs of the youth or children in the parish program who are preparing to receive the Sacraments of Initiation (GDC 256).

Relationship to Parish Council

- Serves on the Parish Council as a member of the education committee and serves as a member of the Council if there is no Director.

- Serves as a resource person regarding catechetical issues in the Coordinator’s area of responsibility.

- Reports regularly on catechetical programs in the Coordinator’s area of responsibility.

- Consults as needed with the Parish Finance Committee in the preparation of the catechetical budget if there is no Director.

- Advises the Parish Council with regard to catechetical program planning for the Coordinator’s area of responsibility.

Relationship to Others Involved in the Parish’s Ministry (GDC 261 - 262)

- Participates in fostering unity among the various ministries within parish.

- Serves as a consultant on catechetical issues in the Coordinator’s area of responsibility.

- Supports parish projects and programs.
Relationship to Parish School Personnel (GDC 259 - 260)

- Serves as a consultant to the Principal and faculty on catechetical issues in the Coordinator's area of responsibility (GDC 73 - 75).

- Collaborates with the Principal in developing a unified parish-based sacramental preparation program for, and the celebration of, First Penance, First Eucharist and Confirmation.

- Works with the Principal in identifying common catechetical goals.

- Informs the Principal and faculty of catechist formation offered through the Archdiocesan Catechetical Office.

- Coordinates calendar and program planning with the Principal.

- Coordinates with the Principal the sharing of facilities and resources.

Relationship to Families (GDC 255)

- Helps families to recognize the many ways they are already revealing the face of God in the intimate sanctuary of family life, "the domestic church".

- Helps parents understand, own and fulfill their role as the primary religious educators of their children (GDC 226).

- Designs the parish catechetical program to assist parents in this responsibility (GDC 227).

- Demonstrates sensitivity to diverse family structures & their special needs.

- Values, and is responsive to, the diverse cultural and ethnic backgrounds of the families in the parish.

- Communicates regularly with families on matters of catechetical interest.

- Implements catechetical programs in response to the special needs of the families of the parish in the Coordinator's area of responsibility.

- Facilitates family participation in the development of these programs.

- Evaluates the effectiveness of the parish catechetical program for the families involved.
Relationship to Peers in the Catechetical Ministry

- Meets regularly with other Catechetical Leaders in the Archdiocese to offer mutual support and to learn from one another.

- Participates in professional associations related to the catechetical ministry.

- Participates regularly in opportunities to celebrate and share with other Directors and Coordinators the faith-life that must ground authentic commitment to Catechetical Leadership.

Relationship to Other Church Communities (GDC 197 - 201)

- Communicates and cooperates with neighboring Catholic parishes and offers mutual support and help where possible (GDC 252).

- Encourages in Catechists and students a deeper understanding of other faith traditions.

- Supports ecumenical outreach to other faith communities.

- Collaborates as appropriate in programs and projects with local synagogues and churches of other faiths.

Relationship to the Local Community and to the Wider Society (GDC 22 - 23)

- Cooperates, as appropriate, in programs and projects of the local civic community (GDC 211).

- Encourages catechetical program participants to continually seek ways to serve the needs of the neighborhood and the wider community.

- Teaches students to live, and give witness to, the Gospel message in the midst of a secularized society (GDC 193 - 194)

- Identifies in the local community and wider society the manifestations of religious indifference and atheism that appear under the guise of secularism and helps students to identify and confront them (GDC 22 - 23).

- Advises Catechists and families, when appropriate, of social and educational services provided by the civic community.