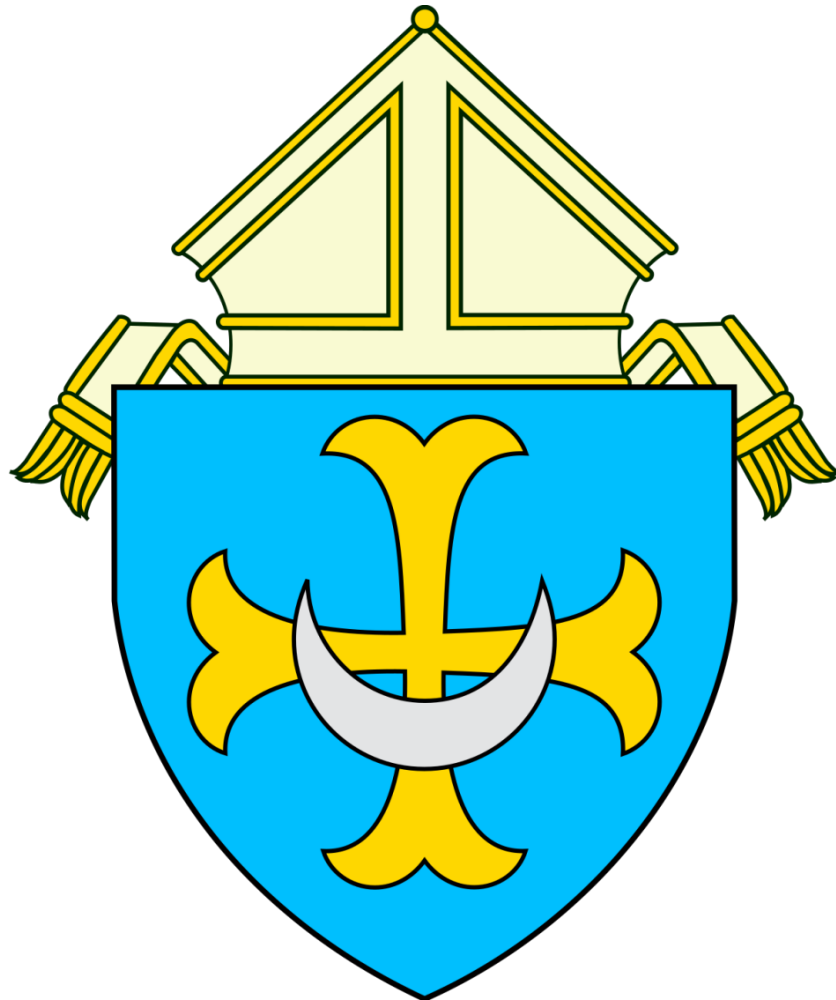
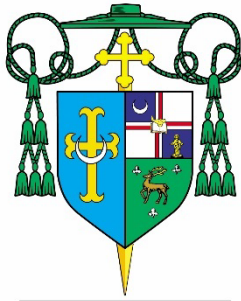


THE ROMAN CATHOLIC DIOCESE OF TRENTON



PARISH RELIGIOUS EDUCATION ADMINISTRATION MANUAL



DIOCESE OF TRENTON
701 LAWRENCEVILLE ROAD
POST OFFICE BOX 5147
TRENTON, NEW JERSEY 08638-0147

MINISTRARE NON MINISTRARI

OFFICE OF THE BISHOP

April 17, 2023

Dear Pastors and Parish Catechetical Leaders,

The parish partners with parents by supplementing the practical formation passed on by the family with a formal education in the faith through parish religious education programs and Catholic Schools. “The parish is the Eucharistic community and the heart of the liturgical life of Christian families; it is a privileged place for the catechesis of children and parents.” (CCC #2226) The lived faith of the parish in prayer, worship, and service, together with its catechetical efforts in Religious Education and the Catholic School, truly evangelize each family and accompany its members on the path of discipleship.

As Bishop of the Diocese of Trenton, I have been entrusted with the responsibility to teach, govern, and sanctify. One important way I carry out this sacred duty is to see that the parish offers a thorough religious education program for all its members. The updated Parish Religious Education Administration Manual will provide the parish with current policies to support their catechetical programs.

It is my hope that this manual prepared by the diocesan Department of Catechesis in partnership with many other dedicated professionals will guide and develop formation programs for the young people and families that we serve.

Yours in Christ,

Most Reverend David M. O’Connell, C.M., J.C.D.
Bishop of Trenton



DIOCESE OF TRENTON

Department of Catechesis

April 17, 2023

Dear Colleagues:

Evangelization brings the Good News of the Gospel to all who seek the life-giving message of faith in Jesus Christ. Catechesis nourishes, forms, and deepens the faith one receives through the ministry of the Church. <https://www.usccb.org/committees/evangelization-catechesis>

The *Parish Religious Education Administration Manual* is a guide to support Pastors and Parish Catechetical Leaders in the important tasks of planning for and implementing a catechetical program for the parish. There have been many revisions to this manual over the years, each offering improvements and insights for their time. In this update, the goal is to provide support for the development of a plan for catechesis, programming, and the formation of catechists.

Over time, changes have taken place in the world, in the church, parishes, and in the daily lives of families. Changes are necessary in catechetical ministry to meet the needs of the present time in which we live. Creating a framework for religious education includes many components. This manual includes the following sections to guide the process: Personnel, Programming, Catechist Formation, General Liability, Insurance Policies, Health, Safety and Legal Issues.

In part because we must be attentive in the process of evangelization and the ministry of catechesis to so many encounters with learners and their families, having a qualified Parish Catechetical Leader and trained catechists are essential to this work. It is my hope that this manual will serve as a tool to help Pastors and Parish Catechetical Leaders develop and offer strong and effective models of formation that serve the members of their parish community.

May the Lord continue to bless us in our work of evangelization and catechesis.

+In Christ,

Denise Contino
Director, Department of Catechesis

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VISION FOR THE DEPARTMENT OF CATECHESIS

The definitive aim of catechesis is to put people not only in touch but in communion, in intimacy, with Jesus Christ: only he can lead us to the love of the Father in the Spirit and make us share in the life of the Holy Trinity.” Catechesi Tradendae, 5

The Diocese of Trenton Department of Catechesis has been entrusted with the care and promotion of catechesis in the diocese by the Bishop of Trenton.

Our role is to provide support for Pastors, Parish Catechetical Leaders, Catholic School Leaders, and Catechists who work together with parents and all the People of God to help each baptized Catholic to develop a deeper relationship with Jesus Christ, along with a faith that is living, explicit, and fruitful.

Through the training and ongoing formation of Catechetical Leaders and Catechists, the Department of Catechesis equips parish communities and Catholic schools to accomplish the tasks of catechesis: to promote knowledge of the faith, liturgical education, moral formation, education in prayer, and an introduction to community life. Having qualified Parish Catechetical Leaders and trained catechists is a top priority.

Our work is guided by these goals:

- At the center of every process of catechesis is the living encounter with Christ. Catechesis is oriented toward forming persons to know Jesus Christ and the teachings of the Gospel.
- Catechesis calls us to involve the entire person in the process, engaging the heart, mind, and all the senses. Catechesis contributes to the personal encounter with Christ which includes many dimensions of the faith. Encounters with Christ are enhanced with liturgical and sacramental experiences, affective relationships, community life, and serving our brothers and sisters in faith.
- Catechesis helps ripen the initial conversion of the person to bring meaning to their existence by educating them in the faith and bringing the Gospel to life (DC #75-77).

Catechesis must be so much more than the administrative tasks that are required: ordering books, taking attendance, completing the lessons etc. Our aim is to see that every parish and school has the capacity to offer quality faith formation to those entrusted to them and help them grow into missionary disciples of Jesus Christ.

THE BISHOP AS FIRST CATECHIST

Directory for Catechesis (2020), #114

“The Bishop is the first preacher of the Gospel by his words and by the witness of his life,’ and, as the one primarily responsible for catechesis in the diocese, has the principal function, together with preaching, of promoting catechesis and providing the different forms of catechesis necessary for the faithful according to the principles and norms issued by the Apostolic See.... The bishop’s concern for catechetical activity prompts him to:

- a. Concern himself with catechesis by engaging directly in the transmission of the Gospel and keeping the deposit of faith intact;
- b. Ensure the inculturation of the faith in the territory by giving priority to effective catechesis;
- c. Develop a comprehensive plan of catechesis that is at the service of the needs of the people of the God and in harmony with the pastoral plans of the diocese and of the episcopal conference;
- d. Elicit and maintain ‘a real passion for catechesis, a passion embodied in a pertinent and effective organization, putting into operation the necessary personnel, means and equipment, and also financial resources’;
- e. See to it that ‘catechists[are] properly trained for their function so that they [are] thoroughly acquainted with the doctrine of the church and have both a theoretical and a practical knowledge of the laws of psychology and of pedagogical methods. (CIC c.780)

THE DIOCESAN CATECHETICAL OFFICE

Directory for Catechesis (2020), #417

“In the diocesan curia the care for and promotion of catechesis is entrusted to the diocesan catechetical office (CIC c.775 § 1). Catechesis is an activity so fundamental for the life of a particular Church that every diocese is required to have its own catechetical office. It is to be led, if possible, by an expert in catechetics, supported by competent persons, in such a way that the different problems may be addressed with due competence.”

“Among its tasks, the diocesan catechetical office is to attend to the analysis of the situation, the coordination with diocesan pastoral care as a whole, the development of a plan of catechesis and its practical program and the formation of catechists.”

References in Canon Law to Catechetical Instruction

Canon Law Book II. The People of God

CHAPTER VI. PARISHES, PASTORS, AND PAROCHIAL VICARS

Can. 528 §1. A pastor is obliged to make provision so that the word of God is proclaimed in its entirety to those living in the parish; for this reason, he is to take care that the lay members of the Christian faithful are instructed in the truths of the faith, especially by giving a homily on Sundays and holy days of obligation and by offering catechetical instruction. He is to foster works through which the spirit of the gospel is promoted, even in what pertains to social justice. He is to have particular care for the Catholic education of children and youth. He is to make every effort, even with the collaboration of the Christian faithful, so that the message of the gospel comes also to those who have ceased the practice of their religion or do not profess the true faith.

Canon Law Book III. The Teaching Mission of the Church

CHAPTER II. CATECHETICAL INSTRUCTION

Can. 773 It is a proper and grave duty especially of pastors of souls to take care of the catechesis of the Christian people so that the living faith of the faithful becomes manifest and active through doctrinal instruction and the experience of Christian life.

Can. 774 §1. Under the direction of legitimate ecclesiastical authority, solicitude for catechesis belongs to all members of the Church according to each one's role.

§2. Parents above others are obliged to form their children by word and example in faith and in the practice of Christian life; sponsors and those who take the place of parents are bound by an equal obligation.

Can. 775 §1. Having observed the prescripts issued by the Apostolic See, it is for the diocesan bishop to issue norms for catechetics, to make provision that suitable instruments of catechesis are available, even by preparing a catechism if it seems opportune, and to foster and coordinate catechetical endeavors.

§2. If it seems useful, it is for the conference of bishops to take care that catechisms are issued for its territory, with the previous approval of the Apostolic See.

§3. The conference of bishops can establish a catechetical office whose primary function is to assist individual dioceses in catechetical matters.

Can. 776 By virtue of his function, a pastor is bound to take care of the catechetical formation of adults, youth, and children, to which purpose he is to use the help of the

clerics attached to the parish, of members of institutes of consecrated life and of societies of apostolic life, taking into account the character of each institute, and of lay members of the Christian faithful, especially of catechists. None of these are to refuse to offer their help willingly unless they are legitimately impeded. The pastor is to promote and foster the function of parents in the family catechesis mentioned in can. 774, §2.

Can. 777 Attentive to the norms established by the diocesan bishop, a pastor is to take care in a special way:

1/ that suitable catechesis is imparted for the celebration of the sacraments;

2/ that through catechetical instruction imparted for an appropriate period of time children are prepared properly for the first reception of the sacraments of penance and the Most Holy Eucharist and for the sacrament of confirmation;

3/ that having received first communion, these children are enriched more fully and deeply through catechetical formation;

4/ that catechetical instruction is given also to those who are physically or mentally impeded, insofar as their condition permits;

5/ that the faith of youth and adults is strengthened, enlightened, and developed through various means and endeavors.

Can. 778 Religious superiors and superiors of societies of apostolic life are to take care that catechetical instruction is imparted diligently in their churches, schools, and other works entrusted to them in any way.

Can. 779 Catechetical instruction is to be given by using all helps, teaching aids, and instruments of social communication which seem more effective so that the faithful, in a manner adapted to their character, capabilities and age, and conditions of life, are able to learn Catholic doctrine more fully and put it into practice more suitably.

Can. 780 Local ordinaries are to take care that catechists are duly prepared to fulfill their function properly, namely, that continuing formation is made available to them, that they understand the doctrine of the Church appropriately, and that they learn in theory and in practice the methods proper to the teaching disciplines.

References in The Statutes of the Fourth Synod of the Diocese of Trenton (revised 2014)

Statute 182: Every parish is responsible for the development and implementation of programs for the catechetical formation, instruction and spiritual enrichment of the adults, adolescences, and children of the parish community, as well as for those seeking full initiation into the Catholic Faith. These programs are to follow the policies and guidelines as established by the Department of Evangelization and Catechesis.

Statute 183: Active participation in ongoing professional development and formation, as provided by the Department of Evangelization and Catechesis, for lay leaders, catechists, and teachers, whether employed or volunteer, is expected of those responsible for the faith formation of adults, adolescents and/or children in the Diocese of Trenton. Additionally, these lay leaders, catechists and teachers are to be fully initiated Catholics in good standing with the Church and have reached the age of majority (18).

Statute 184: All parishes in the Diocese of Trenton shall provide a minimum of 30 hours of formal religious education per academic year that is in compliance with diocesan policies and religion curriculum guidelines enacted by the Department of Evangelization and Catechesis for children in the parish religious education program from kindergarten through 8th grade. Sacramental preparation is conducted in conjunction with, but not replacing, the standard curriculum content of that particular year.

Works Cited

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PERSONNEL: 1000 SERIES

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1010 PASTOR

POLICY:

The Pastor of each parish is directly responsible to provide a Religious Education Program for families with elementary aged children (ages six through fourteen) in the community.

The Pastor will work with Parochial Vicars, Deacons, Pastoral Associates, Parish Catechetical Leaders (Directors /Coordinators /Administrators of Religious Education), Catechists, Parents, Parish Councils (Pastoral and Finance), and others to offer this program. A spirit of collaboration will be evident in these working relationships.

The Pastor is expected to:

- A. Provide the faithful with a plan for catechesis that is developed and implemented in collaboration with the Parish Catechetical Leader and other parish leaders.
- B. Choose a Parish Catechetical Leader who is well-educated and trained for the ministry with which they are entrusted.
- C. Ensure that the Parish Catechetical leader has completed the *Parish Catechetical Leadership Program* or is currently enrolled in the program offered by the Diocesan Department of Catechesis. **See Appendix 1010: Parish Catechetical Leadership Program**
- D. Follow Diocesan guidelines regarding the verification of leadership for all Parish Catechetical Leaders and new hire information. Provide employees benefits based on Diocesan guidelines. **See Appendix 1020: Verification of Leadership**
- E. Provide sufficient catechetical resources that support the quality of the Religious Education Program and provide for continuing education of all catechetical personnel.
- F. Require all catechists to be well trained through diocesan catechist training and ongoing formation at the parish.

- G. Inform all religious education personnel as to their legal responsibilities and Diocesan guidelines.
- H. Establish an annual budget for the operation of the Religious Education Program for families with elementary aged children (ages six through fourteen) in the community.
- I. Responsible for the handling of funds for the Religious Education Program.



1020 PARISH CATECHETICAL LEADER

POLICY:

The Parish Catechetical Leader (PCL) will work in collaboration with the Pastor to develop and administrate a Religious Education Program for families with elementary aged children (ages six through fourteen) in the community.

The National Directory for Catechesis states *'The single most critical factor in an effective parish catechetical program is the leadership of a professionally trained parish catechetical leader.'* (NDC 54). The *Parish Catechetical Leadership Program* offered through the Diocesan Department of Catechesis provides systematic training for the PCL to gain the skills needed for success. PCLs are required to take the program. The program will be adjusted for those with a master's degree in theology or extensive experience.

See Appendix 1010: Parish Catechetical Leadership Program

Under the direction of the Pastor, the PCL will:

- A. Be responsible to the Pastor for the mutually agreed upon duties related to the ministry with which they are entrusted.
- A. Evaluate the religious education needs of the parish.
- B. Manage the overall direction of the parish catechetical program.
- C. Plan, implement, and evaluate the parish catechetical program
- D. Create and implement guidelines for the program including requirements for participation, attendance, reporting absences, safety, tuition fees, sacramental preparation and other components that will outline the program structure.
- E. Select catechetical materials, text series and apply materials to accomplish the Elementary Religion Curriculum as established by the diocese.
- F. Supervise the recruitment, orientation, formation, ongoing development, and evaluation of catechists.
- G. Inform catechists of Diocesan Policy on catechist certification.

- H. Alert catechists and staff members to workshops and conferences available from either the Diocesan Office or in the local area.
- I. Provide attention to the faith formation provided to the parents and guardians as they are essential in the process of passing on faith to their children.
- J. Communicate with the Diocesan Department of Catechesis through personal conference, meetings, and attendance at Diocesan sponsored workshops for the purpose of maintaining and improving professional performance and ongoing formation.
- K. Function as liaison between the parish and the Diocesan Department of Catechesis and apprise the parish of current trends and policies in Religious Education.
- L. Attend TRED (Trenton Religious Education Director) cluster meetings on a regular basis in the county. **See Appendix 1030: Trenton Religious Education Directors (TRED)**
- M. Collaborate with the pastor, other parish ministers, and appropriate committee boards and councils.
- N. Attend to their own person, spiritual, and professional development.
- O. Implement diocesan and parish catechetical policies and guidelines, including areas of catechist certification, on-going formation, supervision, and administrative policies related to negligence, sexual abuse prevention, sexual harassment and the safety and protection of minors. **See Appendix 1040: Child Protection Policy**

The PCL, contingent on experience and current job description may be responsible to:

- A. Function as a resource person for the various programs of adult religious education, RCIA Catechumenate Team and adult faith formation programs.
- B. Assist with liturgical planning.



1030 EMPLOYMENT POLICY

POLICY:

All lay personnel who are employed at least 30 hours per week by the parish are considered full time employees and are entitled to Diocesan benefits.

Part time employees are not entitled to benefits.

All parish religious education personnel, regardless of their role, are to be practicing Catholics and will sign a Christian Witness Statement. **See Appendix 1050: Christian Witness Statement**

All parish religious education personnel are required to adhere to the Child Protection Policy. **See Appendix 1040: Child Protection Policy**

If under the age of 18, they must be supervised by an adult in all circumstances.



1040 ADMINISTRATIVE ROLES

POLICY:

Each parish will submit the annual ‘Verification of Leadership’ form to the Department of Catechesis.

The annual salary for a Parish Catechetical Leader (Director / Coordinator / Administrator of Religious Education) will be determined by the Pastor with the guidance of the diocesan salary range guide provided by the Department of Human Resource.

A Parish Catechetical Leader who is a member of a religious congregation is employed by the Pastor by means of a Ministerial Agreement between the parish and the congregation. Ministerial Agreements will comply with Diocesan Personnel Policies for Religious. Contact the Office of Clergy and Consecrated Life.

Parish Catechetical Leader is a general title; descriptions are:

- A. Director of Religious Education (DRE):** Holds a Master’s degree in Theology, Religious Education or a related field from a Catholic College, University or Seminary. Directors will be required to complete the practical components of the *Parish Catechetical Leadership Program* through the Diocesan Department of Catechesis. **See Appendix 1010: Parish Catechetical Leadership Program**
- B. Coordinator of Religious Education (CRE):** Holds a Bachelor’s degree in Religious Education or a related field, and has completed the *Parish Catechetical Leadership Program* through the Diocesan Department of Catechesis. **See Appendix 1010: Parish Catechetical Leadership Program**
- C. Administrator of Religious Education (ARE):** Holds a college degree or has related catechetical experience. The ARE assists the Pastor in the operation of the Parish Religious Education Program. The ARE is expected to complete the *Parish*

Catechetical Leadership Program through the Diocesan Department of Catechesis.
See Appendix 1010: Parish Catechetical Leadership Program

- D. Each Pastor will complete the Verification of Leadership each year.
See Appendix 1020: Verification of Leadership

- E. All employees are at will and may be terminated as the employer sees fit. Therefore, either the employee or the Diocesan entity may terminate the employment relationship without cause. All Diocesan employees are at will.

- F. A Parish Catechetical Leader's role may vary due to the size of the parish religious education program and the needs of the parish. The PCL may be part time or shared with another parish if circumstances warrant. A job description is required in all situations and should be modified as to time, tasks, and responsibilities.

- G. The size of the religious education program varies in each parish. The staffing will be adjusted depending on the number of learners being served. Below is a guide to assist in staffing a religious education office.

A program of...

Up to 200 learners requires a designated PCL (part-time, full-time, or shared). Assistance from general parish support is beneficial.

200+ learners needs a designated PCL (part-time, full-time, or shared) and regular assistance from general parish support staff.

600+ learners needs a PCL and support staff that is exclusively dedicated to Religious Education

1000+ learners needs a PCL, plus a Coordinator to share in the responsibility of some designated area of Religious Education (ex. Family catechesis, sacraments, Confirmation, specific grade levels, summer model etc.) and Support Staff exclusively dedicated to Religious Education



1050

RELATIONSHIP OF PASTOR AND PARISH CATECHETICAL LEADER

POLICY:

The Pastor and the Parish Catechetical Leader will build a collegial relationship that provides opportunity for dialogue and mutual support.

Suggestions to assist the relationship:

- A. A job description is written by the Pastor and Parish Catechetical Leader that is realistic and clearly delineates the responsibilities of the PCL. The position of PCL combines administration, program planning, and formation of catechists.
- B. Involved parties shall agree to the length of the annual and weekly work arrangements based on parish needs.
- C. The Pastor and PCL meet at the beginning of the year, mid-year, and at the end of the year to discuss job performance and areas of responsibility. A yearly performance review is recommended for all PCLs. **See Appendix 1060: Yearly Performance Review**
- D. Periodic staff meetings that include other members of the parish staff are strongly recommended to support Religious Education.
- E. The PCL will be consulted in matters pertaining to religious education and sacramental preparation and celebrations that involve the learners in the program. The PCL will be invited to participate in or advise those parish organizations or consulting bodies that could impact religious education.
- F. Time for research, planning, and continuing education (seminars, conferences, workshops, and non-degree formation) will be considered work time for the PCL even when such work must be done in a place other than the parish facility.
- G. The PCL will be a liaison between the Parish and the Diocesan Department of Catechesis. Time will be allocated for the PCL to attend formation days, in-service opportunities, TRED cluster meetings and meetings scheduled by the Diocesan Department of Catechesis.



1060

RELATIONSHIP WITH THE CATHOLIC SCHOOL AND PARISH CATECHETICAL LEADER

POLICY:

The Pastor, Parish Catechetical Leader, and School Principal will build a mutual relationship that provides opportunity for dialogue and support.

Suggestions to assist the relationship:

- A. Periodic staff meetings are strongly recommended to support both Religious Education and the Catholic School in their catechetical responsibilities.
- B. The Pastor, Parish Catechetical Leader, and Principal must dialogue about in-person Religious Education (RE) classes taking place in a shared school building.
- C. Discuss how resources can be shared from the parish; use of computers, educational material, smart boards, subscriptions, etc.
- D. The Religious Education Program will follow the same guidelines and policies of the school when using a shared space regarding security, health, and safety practices.
- E. Teachers and Catechists using shared space are encouraged to meet one another to build a supportive relationship.

Diocese of Trenton

Appendix 1010: Parish Catechetical Leadership Program



Parish Catechetical Leadership Program

The Parish Catechetical Leadership Program (PCLP) offers adults practical ministerial skills and foundational theological training through classes taught by instructors with an advanced degree in theology arranged by the Department of Catechesis.

Who would benefit?

Those engaged or interested in a faith formation role in a parish could benefit; but it is specifically for Directors, Coordinators, Administrators of Religious Education Programs. We refer to these positions as Parish Catechetical Leaders (PCL). All new PCLs in the Diocese of Trenton are required to register.

What is expected of participants?

Candidates agree to engage fully in all components of the process. Completion of all reading, class assignments and all requirements for both years one and two. Candidates will be required to relate what they are learning to their ongoing ministry experience and participate in all discussions through the two-year process.

How does one apply?

- Complete the application
- Obtain an endorsement from the Pastor
- Interview with a Diocesan Staff member from the Dept. of Catechesis

How much does it cost?

The cost of the program will be determined by the Diocesan Department of Catechesis. The tuition is ordinarily paid for the parish endorsing the learner.

How long does it take?

The Parish Catechetical Leadership program is a two-year process. For more detail on the structure of each year, review our [brochure here](#).

Interested parties can request an application on our webpage here:

<https://dioceseoftrenton.org/parish-catechetical-leadership-program>

Diocese of Trenton



Appendix 1020: Verification of Leadership in Religious Education

**Diocese of Trenton | Verification of Leadership in Religious Education
June 20XX - July 20XX**

Parish: _____ Pastor: _____ Address: _____

Name of Parish Catechetical Leader (PCL): _____

PCL Email: _____ PCL Office Phone: _____

Job Title: _____ Full / Part time: _____

Highest level of education (include area of study and School attended): _____

List PCL's main responsibility: _____

Offer

Offer letters are requested for all New Hires and it is suggested to include an introductory period of 90 days. Please send a copy of the offer letter to the diocesan office.

List additional staff members in Religious Education (administrative assistants / coordinators, etc.):

Name	Title	Email Contact

Name of **Youth Minister**: _____ Email: _____

Time in Position: _____ Full time: _____ Part time: _____ Phone: _____

Contact for **Young Adult Ministry**: **Name**: _____

Phone: _____ Email: _____

Pastor Signature: _____

Date: _____

Please return to:
Diocese of Trenton, Dept. of Catechesis
701 Lawrenceville Road | Lawrenceville, NJ 08646

PCL Benefits Guideline

A Full-Time Lay Parish Catechetical Leader (PCL) is entitled to:

- Benefits such as: health insurance, prescription drug plan, dental plan, vision plan, 403 (b) Matching Plan, life insurance, short term disability and long term disability, all of which will be explained to you by the parish's benefit coordinator.
- Mileage allowance for use of his/her personally owned car used in performance of parish duties in accord with government rate.
- A minimum sum of \$800.00 for use for continuing education, with a sum determined by the Pastor for attendance at conferences, workshops, etc.
- Paid vacation time determined by length of service for both full-time and part-time employees, as follows:
 - a. All PCL's that have achieved the title of Director (Acquired a Master Degree in Theology/ Religious Education) or above will be eligible to accrue the maximum of four (4) weeks of vacation, earned on a monthly basis. While vacation pay is earned on a monthly basis during the calendar year, employees may take vacation before it is earned subject to the approval of the Pastor.
 - b. All PCL's that have not achieved the title of Director (Acquired a Master Degree in Theology/ Religious Education) will follow the policy below:
 - In the first year of employment, an employee that is hired prior to March 1st will earn one day per month and be eligible for a maximum of two weeks of vacation after they have completed six months of consecutive employment. If an employee is hired after March 1st, but before May 1st they will earn one (1) day per month for each month of employment and be eligible for maximum of one (1) week of vacation after they have completed six months of consecutive employment. Anyone hired after May 1st will not be eligible for vacation until the next calendar year.
 - From the first full calendar year of employment through the 4th year, an employee is eligible to accrue up to two (2) weeks, earned on a monthly basis. In the calendar year of the employee's fifth anniversary, the employee is eligible to accrue up to three (3) weeks, earned on a monthly basis.
 - In the calendar year of the employee's tenth anniversary, the employee is eligible to accrue up to four (4) weeks, earned on a monthly basis.
- Eight (8) paid sick days, two (2) of which can be used as personal days for the duration of the contract year. In addition, the PCL shall be entitled to three personal retreat days.
- Determine specific monthly and weekly work schedules with the Pastor.
- Holidays based on the parish holiday schedule which is decided and approved by the Pastor.

PCL Job Description Guideline

The Parish Catechetical Leader shall:

- Be responsible to the Pastor for the mutually agreed upon duties related to the ministry with which they are entrusted.
- Evaluate the religious education needs of the parish.
- Manage the overall direction of the parish catechetical program.
- Plan, implement, and evaluate the parish catechetical program
- Create and implement guidelines for the program including requirements for participation, attendance, reporting absences, safety, tuition fees, sacramental preparation and other components that will outline the program structure.
- Select catechetical materials, text series and apply materials to accomplish the Elementary Religion Curriculum as established by the diocese.
- Supervise the recruitment, orientation, formation, ongoing development, and evaluation of catechists.
- Inform catechists of Diocesan Policy on catechist certification.
- Alert catechists and staff members to workshops and conferences available from either the Diocesan Office or in the local area.
- Provide attention to the faith formation provided to the parents and guardians as they are essential in the processing of passing on faith to their children.
- Communicate with the Diocesan Department of Catechesis through personal conference, meetings, and attendance at Diocesan sponsored workshops for the purpose of maintaining and improving professional performance and ongoing formation.
- Function as liaison between the parish and the Diocesan Department of Catechesis and apprise the Parish of current trends and policies in religious Education.
- Attend TRED (Trenton Religious Education Directors) Cluster meetings on a regular basis in the county.
- Collaborate with the pastor, other parish ministers, and appropriate committee boards and councils.
- Care to their own person, spiritual, and professional development.
- Implement diocesan and parish catechetical policies and guidelines, including areas of catechist certification, on-going formation, supervision, and administrative policies related to negligence, sexual abuse, sexual harassment and the safety and protection of minors. **See Appendix 1040: Child Protection Policy**

The PCL, contingent on experience and current job description, may be responsible to:

- Function as a resource person for the various programs of adult religious education, RCIA Catechumenate Team and adult faith formation programs.
- Assist with liturgical planning

Diocese of Trenton



Appendix 1030: Trenton Religious Education Directors (TRED)

T.R.E.D. stands for Trenton Religious Education Directors. It is an organization formed by, and for, the PCLs of the Diocese of Trenton. All PCLs are included in T.R.E.D. membership, and are invited to become involved in the collaborative efforts of the organization, which are oriented towards supporting one another as leaders and ministers. The parish in which each PCL ministers is responsible for submitting dues to T.R.E.D. each year; these dues help to support initiatives which benefit PCLs, such as retreats, formation opportunities, etc. The inability of a parish to cover the cost of dues does not affect the PCL's status in T.R.E.D., as all catechetical leaders are most welcomed to membership.

T.R.E.D. structure

Clusters - The PCLs of each county form one or more "clusters," with the number of clusters dependent upon the size of the county and/or other practical considerations. Each cluster meets at least four times each year, with the dates and times determined by the individual clusters. These meetings provide important opportunities for PCLs to share information, discuss current issues, brainstorm ideas and solutions to problems, and to generally support one another. All PCLs are expected to attend cluster meetings, both for their own professional and ministerial formation, and for the sake of their colleagues who benefit from their support and experience.

T.R.E.D. Board

The T.R.E.D. board consists of the Diocesan Director of Catechesis and cluster representatives from each county. Each cluster elects two representatives who are responsible for organizing cluster meetings, including the tasks of creating agendas based on input from the PCLs, and communicating the dates and times of the meetings. As they are elected to these roles, they are automatically appointed to seats on the T.R.E.D. board and are responsible for attending the four annual T.R.E.D. Board meetings during the year. Cluster representatives also communicate pertinent information from the cluster to the T.R.E.D. board, and vice versa, and serve two-year terms in these roles. Clusters may also opt to elect alternates to ensure that someone can attend T.R.E.D. Board meetings on behalf of the cluster, should a representative be unable to attend a board meeting.

In addition to elected representatives, the Diocesan Director of Catechesis may, in consultation with the T.R.E.D. executive board, opt to invite additional catechetical leaders to seats on the T.R.E.D. board.

T.R.E.D. Executive Board -

The T.R.E.D. Executive board is comprised of a President, Vice President, Treasurer and Secretary. Each position entails a two-year term. The general responsibilities of these positions are as follows:

- The President is responsible for the overall management of board activities, including the task of running T.R.E.D. Board meetings.
- The Vice President is responsible for the board election process and helping to run T.R.E.D. Board meetings.
- The Treasurer is responsible for the financial management of T.R.E.D..
- The Secretary is responsible for recording meeting minutes and sending them to the board following meetings.

T.R.E.D. Executive board officers also hold additional responsibilities as necessary, and are also expected to represent T.R.E.D. at catechetical events sponsored by the Diocesan Department of Catechesis.



Appendix 1040: Child Protection Policy

DIOCESE OF TRENTON CHILD PROTECTION POLICIES FOR ALL WHO WORK OR VOLUNTEER IN OUR PARISHES AND SCHOOLS

The Diocese of Trenton in accordance with the Charter for the Protection of Children and Young People mandate that all who have contact with Children, Young People & Vulnerable Adults comply with the following policies:

Background Checks:

Article 13 of the Charter instructs each Diocese to evaluate the background of all diocesan and parish personnel who have regular contact with minors, youth, and vulnerable adults. Including all priests, deacons, and seminarians regardless of contact with children, youth, and vulnerable adults.

This policy also pertains to all religious, employees, volunteers, and third-party vendors who during their work or volunteer activity at any Diocesan entity, having direct or indirect contact with minors or vulnerable adults. Background checks are required to be renewed after 4 years of employment or volunteer activity except for school personnel that have been cleared by the New Jersey Department of Education. After the first 4 years, volunteers and applicable school personnel will be directed to an online background check system which will continue to monitor the person's background check once per quarter until they leave ministry or terminate employment.

Safe Environment Training:

Article 12 of the Charter instructs each Diocese to maintain “Safe Environment” programs which the Bishop deems to be in accord with Catholic moral principles. The Diocese is to provide education and training for minors, parents, ministers, employees, volunteers, and others in ways to sustain and foster a safe environment for children, young people, and vulnerable adults.

The Diocese of Trenton mandates that all priests, deacons, seminarians, religious, employees, volunteers, Faith Formation students, Catholic School students and third-party vendors must receive Safe Environment training as prescribed by the Charter. The Diocese of Trenton utilizes the following programs:

- VIRTUS, Protecting God’s Children for Adults and all re-certification programs
- Loyola Press, growing with God | Grades k-8
- RCL Benziger, Family Life | Grades K-8
- Teen Lures | High School & Youth Groups

Code of Conduct

Article 6 of the Charter instructs the Diocese to have well publicized standards of ministerial behavior & appropriate boundaries for all priests, deacons, seminarians, employees, volunteers, and third-party vendors. A signed Code of Conduct must be completed upon onset of ministry.

Programming Procedures with minors

All faith formation groups that include minors will have two Safe Environment trained and compliant adults present at all times.

Reporting allegations of abuse

The Diocese of Trenton requires all who work or volunteer in parishes and schools to report when they see or suspect abuse, along with all concerns about inappropriate contact, boundary violation or the behavior of others.

All concerns should be brought to the attention of the PCL or Principal.

The parish or school will then notify the Diocese, Joe Bianchi, CAO can be reached at 609-403-7208 or by email jbianc@dioceseoftrenton.org

If you feel that the child is in immediate danger of abuse – you must report it immediately to local law enforcement and NJ DCP&P (New Jersey, Department of Child Protection and Permanency).

The State of New Jersey states that requires all adults, 18 & over are mandated reporters.

Here are the hotline numbers to call:

Child Abuse/Neglect Hotline:

1-877-NJ-ABUSE (652-2873)

Any person having reasonable cause to believe that a child has been abused or neglected has a legal responsibility to report it to the DCP&P. Calls can be made anonymously.

What will be asked when you call. Please answer as best as possible:

- **WHO:** The child and parent/caregiver's name, age and address and the name of the alleged abuser and that person's relationship to the child.
- **What:** Type and frequency of alleged abuse/neglect, current or previous injuries to the child and what caused you to be concerned.
- **When:** When the alleged abuse/neglect occurred and when did you learn of it.
- **Where:** Where the incident occurred, where the child is now and whether the alleged abuser has access to the child.
- **How:** How urgent the need is for intervention and whether there is a likelihood of imminent danger for the child.

Any person who, in good faith, makes a report of abuse or neglect is immune from any criminal or civil liability as a result of such action.

You should never question the child beyond what they may tell you.

You should not contact the parents/caregivers if a child discloses, or you suspect abuse. You must report immediately PCL or Principal.

We always believe what the child is telling – only 5% of children lie about abuse.

Boundary Violations:

Boundaries are the limits that define one person as a separate from another or others. They promote and preserve personal integrity and give us a clear sense of self. We must respect another person's "personal space".

There is physical, invisible or language boundaries for each person and they must be respected at all times.



CHRISTIAN WITNESS STATEMENT

The Catechist as Witness of Faith

“By virtue of faith and baptismal anointing, in collaboration with the Magisterium of Christ and as a servant of the action of the Holy Spirit, the catechist is a witness of faith. In experiencing the goodness and truth of the Gospel in his encounter with the person of Jesus, the catechist keeps, nourishes, and bears witness to the new life that stems from this, and becomes a sign for others.The testimony of his life is necessary for the credibility of the mission.

The catechist is called to open others to the truth about human beings and their ultimate vocation, communicating the knowledge of Christ and at the same time introducing them to the various dimensions of the Christian life, unveiling the mysteries of salvation contained in the deposit of faith and renewed in the Church’s liturgy....” DC#113

Application of the Christian Witness Statement

All persons engaged in ministry in the Diocese of Trenton will strive to reflect the message of the Gospel and the Teachings of the Catholic Church in their public behavior.

All parish religious education personnel, regardless of their role, are to be practicing Catholics and are required to sign this Christian Witness Statement.

Any person involved in ministry who takes a position or adopts persistent behavior directly contrary to the values contained in this statement or the Church’s teaching will be asked to step down, be dismissed or not rehired.

CHRISTIAN WITNESS STATEMENT

I am a practicing Catholic in full communion with the Roman Catholic Church.

I promise:

CALLED... to proclaim, to celebrate and to live by the Gospel and the Teachings of the Roman Catholic Church;

CHOSEN... to create, to participate in, and to build up the Christian community;

COMMITTED... to dedicate myself to my own spiritual growth, development, and formation in faith, and that of the students to whom I will minister

WITNESS... to fully share in the mission of Christ and His Church to the best of my ability in advancing the Kingdom of God in the Diocese of Trenton.

Catechist / Parish Leader | Signature

Date



Diocese of Trenton

Name of Parish: _____

EXEMPT EMPLOYEE PERFORMANCE APPRAISAL

Place personal data above the black line.

First Name	Last Name	Hire Date	Job Title
------------	-----------	-----------	-----------

		RATING SCALE:
PERFORMANCE FACTORS	COMMENTS ON PERFORMANCE	Clearly Outstanding 5 Exceeds Expectations 4 Meets Expectations 3 Below Expectations 2 Unacceptable 0
PROBLEM SOLVING		
JOB KNOWLEDGE		
MISSION EFFECTIVENESS		
OUTPUT		
VERSATILITY		
PLANNING		
CONTROL		
LEADERSHIP		
COMMUNICATION		
TEAMWORK		

--

Summarize the individual's OVERALL PERFORMANCE, noting:

1. Accomplishments:

2. Strong Points:

3. Areas Needing Development or Improvement:

4. Recommended Training:

EMPLOYEE'S COMMENTS:

Employee Signature:

Date:

Pastor's Signature:

Date:

PROGRAMMING: 2000 SERIES

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2010 MODELS OF RELIGIOUS EDUCATION

POLICY:

The parish's responsibility is to partner with parents in the formation of their children by offering a formal and systematic education in the faith in the context of a community of believers. This formation supports the family's practice of the faith in the home and assists the parents to raise their children in a religious and moral environment.

The Pastor, Parish Catechetical Leader, and other ministry partners will determine the model or combination of models that best serve the parish community. The model(s) chosen will offer a Religious Education Program for families with elementary aged children (ages six through fourteen) in the community. A Parish Religious Education Program which provides only preparation for the sacraments is NOT sufficient to meet the parish's responsibility or the needs of parish families.

The program will...

- be offered yearly on a consecutive basis, for example, grades 1 through 8 sequentially.
- consist of a minimum of 33 hours of contact time per grade level.
- follow the Parish Religious Education Administration Manual, Diocesan Sacramental Guidelines and Diocesan Elementary Religion Curriculum Guidelines.

All model(s) will cover the grade level material in the in the Diocesan Elementary Religion Curriculum Guidelines, Diocesan Sacramental Guidelines, Family Life, and the Diocesan Approved Safe Environment Program. **See Policy 2050: Curriculum Guidelines**

Examples of models of Religious Education:

- A. Traditional Religious Education Programs:** This program is designed to meet weekly or twice-a-month from September through May.

- a. Meeting bi-monthly will require a minimum of four family catechetical sessions to supplement components of the curriculum.

B. Summer Religious Education Programs with year-round Family Catechesis: This program is designed to engage the learner during the summer and cover the majority of the curriculum. The program continues during the year with family catechesis to support the curriculum. Sacramental catechesis will occur during the year apart from the summer session.

- a. A minimum of four additional catechetical sessions throughout the liturgical year are required. Family catechetical sessions are encouraged. Below are some suggested topics for the sessions:
 - Liturgical Season: Advent, Christmas, Lent, Easter
 - Mary: holy days, symbols, prayers
 - Devotions: Rosary, Stations of the Cross, Divine Mercy Devotion, Novenas
 - Vocations
 - Family Life / Respect Life
- b. Eligibility for participation in the Summer Religious Education Program is at the discretion of the Pastor and Parish Catechetical Leader.
- c. Sacramental preparation does not take the place of the grade level curriculum. It is in addition to the Elementary Curriculum, Family Life, and Safe Environment program. Sacramental preparation is to be planned and completed throughout the year.

Examples: Family model, retreat days, multiple catechetical sessions

C. Family Catechesis: The family is a proclamation of faith in that it is the natural place in which faith can be lived in a simple and spontaneous manner. (DC 227) The family proclaims the Gospel. As a domestic church founded on the sacrament of marriage that also has a missionary dimension, the Christian family takes part in the Church's mission of evangelization and is therefore an agent of catechesis. (DC 231)

- a. Family catechesis in the parish setting provides learning activities for the whole family, and in-person support to parents as the primary catechists of their children.
- b. Families will meet in-person at the parish on a monthly or bi-monthly schedule.

D. Hybrid | Home Study: Under special circumstances religious education may take place at home with the family along with the Pastor and Parish Catechetical Leader's oversight.

- a. Learners are to attend at least six in-person sessions throughout the year, these sessions are in-person family catechesis or grade level catechetical sessions.
- b. Parents or Guardians are to receive a full explanation of the Parish Religious Education Program and be given the Parish Religious Education Handbook.
- c. When children are catechized using this model, it is up to the Pastor and the Parish Catechetical Leader to determine a means by which their progress is evaluated.

E. **Virtual:** A parish can move to a complete virtual model if circumstances warrant one, like the COVID pandemic when meeting in person was not an option.

Virtual elements can be added to a hybrid learning situation in other models.

F. **Other Alternate Models**

- a. When a decision is made to introduce an alternative program not mentioned above, it is recommended that a two-year process be initiated. The first year will be devoted to study, research, and preparation of staff and volunteers. The second year will be devoted to preparing the participating families and implementing the program.
- b. Before an alternative program is implemented in a Parish, an outline of the proposed program is to be submitted to the Director of the Diocesan Department of Catechesis. The outline will include a description of the program, the goals, ministerial and catechetical structure, calendar, etc.
- c. An alternative program of religious education will follow Diocesan Elementary Religion Curriculum Guidelines, USCCB recommended texts, sacramental preparation materials, Family Life, and the Safe Environment Program.



2020 REGISTRATION

POLICY:

A Pastor will accept into the Religious Education Program any child living within the territorial boundaries of the Parish. No child will be refused admittance to the program based solely on late registration, inability to pay tuition upfront or parents' failure to use envelopes.

A family's acceptance into a program will not guarantee admittance to the faith formation model of their choice. Lack of catechists or classroom space that is needed to accommodate a family who registers late is a reality. The parish will work with the family to develop a formation plan that is possible given the resources available.

A family who is registered in one parish and desires to enroll a child in a Religious Education Program in another parish will obtain permission of the Pastor of the parish in which the family is registered before enrollment.

Parents or guardians are required to supply all needed information regarding their child at the time of registration.

This information should include:

- Name, Address, Phone, Email
- Date and Place of Birth
- Place, date, and denomination of
Baptism,
First Penance, First Eucharist, and Confirmation
- Mother's full maiden name
- Father's name
- Home, work, and emergency phone numbers
- Emails
- Guardian (if needed)
- Previous formal religious education
- Special educational needs
- Medical information if applicable

Custodial Issues

See Appendix 2010: Student Registration Form

- A. All families will receive an overview of the program to explain the role that the parents are expected to fulfill in their child's formation. This information will be covered in the Parish Religious Education Handbook.
- B. Information on any child is considered confidential and is not to be released to anyone except the person who signed the registration form.
- C. Records containing emergency and medical information are to be kept on file and confidentiality maintained. **See Appendix 2020: Emergency Contact Form**
- D. Health information contained in the files must be regarded as confidential and cannot be shared with religious education instructor and/or catechists and other personnel, unless (as would typically be the case with allergies) the parents authorize the dissemination of the medical information. **See Appendices 2030-2032: Medical Authorization Forms**
- E. Parents who register a child with special educational needs will be made aware of the components of the Religious Education Program. It is recommended that the Parish Catechetical Leader make personal contact with the family regarding the child's specific needs and to discuss the Religious Education Program, program requirements, schedules, etc.
- F. When a parent or guardian informs the PCL of a custody arrangement, it is advisable that the most recent court order be presented to the PCL.
 - i. It should be emphasized that it is also the parent's obligation to deal with rights being violated by the other parent. It is not the place of the Parish Catechetical Leader to interpret or to enforce those rights.



POLICY:

Learners ages 6 to 14, enrolled in parish Religious Education Programs, are to be offered religious formation that supplements the handing on of faith in the home. This catechesis will be provided in ways that are formalized, age appropriate and continuous throughout childhood.

In this way, the learner is faithfully accompanied by catechists, and indeed by the parish community, in an uninterrupted manner throughout the spiritual development associated with this formative period. This includes not only knowledge of the faith, but teaching to pray, participation in the liturgy, moral formation, and formation for participation in community life.

- A. A permanent record file for each student will include emergency and medical information, attendance, and reception of sacraments and will be kept in the diocesan approved parish data management system, Parish Soft.
- B. Requirements for family preparation and celebration of the Sacraments of Confirmation, First Eucharist, First Penance will reference the Diocesan Sacramental Guidelines. **See Policy 2050 Curriculum Guidelines**
- C. The Parish Catechetical Leader will provide parents with a plan for making up missed sessions due to absences or cancellations.
- D. A student's attendance at retreats, sacrament preparation sessions, etc., is protected by a U.S. Supreme Court Case *Zorach V. Clausen*, 343 U.S. 306 (1952). The court held that release time for public school students for purposes of obtaining religious instruction at a parochial school or church was not unconstitutional even though it may disrupt the public-school schedule. This decision was cited with approval in the New Jersey Attorney General's Formal Opinion No. 4 of 1965.
- E. State law (N.J.S.A. 18A: 36-14-16 and N.J.A.C. 6:20-1.3 [jj]) prohibits school districts from assessing a penalty to a student who is absent from school due to the observance of a religious holiday



2040 SPECIAL NEEDS

POLICY:

The Parish will provide religious instruction and formation for learners with special needs.

All Parish Catechetical Leaders will refer to special needs categories as defined by the State of New Jersey Department of Education. **See Appendix 2040: Educational Classifications**

A child who has been classified with a special need by the public school system is to be admitted to a parish religious education program when appropriate accommodations can be provided, i.e., setting, and qualified instructor or catechist.

A child who cannot be accommodated in the parish setting because of a special need is to be referred to a diocesan recognized Holy Innocents Chapter. **See Appendix 2050: Holy Innocents Society, Diocese of Trenton**

All Religious Education Programs will make reasonable accommodations for children with medical needs such as allergies and conditions requiring the administration of medication. **See Appendices 2030-2032: Medical Authorization Forms.**

If a child has a medical condition and the parish cannot reasonably accommodate the child, the Pastor along with the Parish Catechetical Leader will offer an alternative means to provide the proper religious education for the child.



2050 CURRICULUM GUIDELINES

POLICY:

Every parish religious education program is responsible to comply with the Diocesan Elementary Religion Curriculum Guidelines for grades one through eight, along with the Sacramental Preparation Guidelines and Family Life/Safe Environment program requirements.

RELIGION CURRICULUM

Diocesan Elementary Religion Curriculum Guidelines for Grades one through eight can be found on the Diocesan website <https://dioceseoftrenton.org/catechesis-curricula> and extranet.

Compliance with the Curriculum Guidelines depends upon more than just selecting a text series that lines up topically. The Diocesan Guidelines may suggest points of special emphasis and indicate where concepts that are part of Sacramental Preparation or Family Life may fruitfully be inserted and explored.

SELECTING A CATECHETICAL TEXT SERIES

All catechetical texts used for religious instruction must have an Imprimatur, Nihil Obstat and Declaration of Conformity with the Catechism of the Catholic Church by the United States Catholic Conference of Bishop's subcommittee on the Catechism. [Click here for a current list from the USCCB.](#)

SACRAMENTAL GUIDELINES

Diocese of Trenton Sacrament Guidelines; First Penance, First Eucharist, and Confirmation provides a comprehensive guide for preparation and celebration. [Click here to access the Sacramental Guidelines](#)

FAMILY LIFE | SAFE ENVIRONMENT

Parish religious education programs will implement the diocesan-promulgated program for Family Life | Safe Environment.

All catechetical materials or programs that relate to instruction on family life issues will have the approval of the Diocesan Department of Evangelization and Family Life.

The Diocesan-approved programs for the Family Life | Safe Environment for grades Kindergarten through eighth grade exceed the requirements of article 13 of the Charter for the Protection of Children and Young People by the USCCB in 2002 to foster safe environments for children and young people. One of these programs must be taught in each Religious Education Program and Catholic School in the Diocese of Trenton.

- RCL Benziger Family Life (adopted 3/19/14)
- Loyola Press, Growing with God (adopted 5/3/21)

See Appendix 1040: Child Protection Policy

See Appendix 2060: DOT Standards for Safe Environment Program for Children and Youth

Parishes will complete the annual audit by the Diocesan Office of Child and Youth Protection on how many learners completed the program.



2060 ANNUAL CATECHESIS PLAN

POLICY:

Each parish will submit an annual plan to notify the Department of Catechesis of the structure and vision of the Religious Education Program for the upcoming fiscal year. A link will be emailed to the Parish Catechetical Leader in May each year and the completed annual plan will be submitted within 30 days.

The annual plan will include the following:

Religious Education structure:

- Model(s) of Religious Education being offered with descriptions, dates, times, and number of hours planned to meet with learners and families.
- Model(s) being used for Sacramental Preparation for First Penance, First Eucharist, and Confirmation offered with descriptions.
- Identify the Family Life | Safe Environment program adopted at the parish.
- List of all publishers and series being implemented for the upcoming year.
- Describe how learners with special needs are included in formation.

Catechist Formation:

- Number of catechists that have completed the requirements for the Certificate in Catechesis
- Number of catechists that have completed the Art of Catechesis.
- Number of catechists that have completed the theology component to receive the Certificate in Catechesis.
- Number of active catechists
- Provide a plan for the parish to provide ongoing formation to the catechists, Religious Education volunteers, and staff.



2070 RECORDS RETENTION

POLICY:

All Religious Education records are to be entered into **Parish Soft**, the Diocesan approved software for parishes.

PARISH RELIGIOUS EDUCATION RECORDS RETENTION SCHEDULE

Records	Description	Retention
Attendance Records	Student Catechist/teacher All volunteers Substitute catechist/teacher	(99 years)
Catechist Records/File	Safe Environment records	(99 years)
Catechist Records/File	Professional Development, personal	(until superseded)
Registration Forms	Student Registration Form with Family information	(until superseded)
Student Permanent Record Card	Card (hard copies or scanned copies) Parish Soft PDS	(99 years)

PARISH RELIGIOUS EDUCATION FINANCIAL RECORDS

Records	Description	Retention
Financial Records	paid bills vouchers canceled checks receipts tuition statements contributions	Records are kept in Parish Office for 7 years.

Diocese of Trenton



Appendix 2010: Student Registration Form

STUDENT REGISTRATION FORM

Please print or type all information below. Thank you.

Name: _____
Last First Middle

Address: _____
Street Town State Zip

Phone & Email: _____ Birth Date: _____ Grade: _____

Parish/School attended last year for Religious Education: _____ Male / Female
Circle one

Name: _____ Town: _____

Sacramental Record

	Date	Church	Location
Baptism*	_____	_____	_____
First Penance/ Reconciliation	_____	_____	_____
First Eucharist	_____	_____	_____
Confirmation	_____	_____	_____

- *Other : Baptized in another denomination
 Profession of Faith
 Full Initiation (*Baptized after age 7*)

Date: _____ Parish: _____

Address: _____

City: _____ State: _____ Zip: _____

**Please attach copy of Baptismal Certificate if not from this Parish.*

Parish of Registration

Parish: _____
Name

Parish Address: _____
Street Town State Zip

STUDENT REGISTRATION FORM (continued)

Family Information

Mother's Name: _____ Phone & Email : _____
Last Name / First Name

Maiden Name: _____ DECEASED

Religion: _____

Father's Name: _____ Phone & Email: _____
Last Name / First Name

Religion: _____ DECEASED

Legal Guardian, if different from above:

Name: _____ Phone: _____
Last Name / First Name

Maiden Name: _____ Email: _____

Address: _____
Street Town State Zip

Health Information

Does your child have learning needs?

Learning Disability: _____

Other – Please Explain: _____

Does your child have an IEP in school? If yes, we request a copy be send to the RE office.

If your child has any medical conditions, please explain:

Are there any other special instructions? (*i.e. dismissal, transportation, etc.*)

Are there any custodial issues? If yes, please explain: YES NO

Promotional Release

I also consent to the use of any videos and/or photographs in which my child may appear by the Diocese of Trenton and/or the parish. I understand that these materials are being used for promotion of the parish Religious Education programs and/or activities, which may include recruitment and fundraising efforts which may appear on websites and social media.

Parent/Legal Guardian Signature: _____ Date: _____

Diocese of Trenton



Appendix 2020: Emergency Contact Form

EMERGENCY CONTACT FORM

Please print or type all information below. Thank you.

Student's Name: _____
Last First Middle

Parent/Guardian's Name: _____
Last First Middle

Address: _____
Street Town State Zip

Phone: _____ Email: _____

Please indicate below the person/s to be contacted in the case of an emergency (when the parent/guardian/spouse cannot be reached):

A. Name: _____ Phone: _____
Address: _____ Town: _____
Relationship: _____

B. Name: _____ Phone: _____
Address: _____ Town: _____
Relationship: _____

C. Name: _____ Phone: _____
Address: _____ Town: _____
Relationship: _____

Are there any health conditions of which we should be aware? If so, please explain:

Parent/Legal Guardian Signature: _____ **Date:** _____

Diocese of Trenton



Appendix 2030: Medication Authorization Form

Medical Authorization Form

This form is to be completed by the student's parent(s)/guardian(s). A new form must be completed every year and will be maintained in the Religious Education office.		
Name of Student		Birthdate
Catechist	Grade	Room
Home Address		
Primary Phone		Emergency Phone
This section is to be completed by the student's physician, physician assistant, or advanced practice RN.		
Physician's Name (Printed)		Physician's Signature
Office Address		
Office Phone		Emergency Phone
Medication Name		
Purpose of Medication		
Dosage		Frequency
Administration Time/Circumstances		
Prescription Date		Discontinuation Date
Diagnosis		
Side Effects		
Other Medications of Student		
For parents/guardians to permit dispensation of the listed medication by a parish nurse:		
I give permission for the nurse to dispense the listed medication as indicated.		
Signature		Date
For parents/guardians of students who need to carry asthma medication or an EpiPen®:		
I authorize the Religious Education Program and its employees and volunteers, to allow my child or ward to possess and use his/her asthma medication and/or epinephrine auto-injector: 1-while at Religious Education or at a Religious Education sponsored activity, 2-while under the supervision of Religious Education personnel, or 3-before or after normal Religious Education -sponsored activities on parish property.		
Signature		Date
For parents/guardians to permit dispensation of the listed medication by parish personnel in an emergency:		
By signing below, I agree that I am primarily responsible for the administration of medication to my child. However, in the event that I am unable to do so or in the event of an emergency, I hereby authorize the parish and its designees and agents, in my behalf, to administer or attempt to administer the listed and lawfully prescribed medication in the manner stated above or allow my child to self-administer, while under the supervision of the designees or agents of the parish. I understand that it may be necessary for the administration of medication to my child to be performed by an individual other than the parish nurse and specifically consent to such practices and I agree to indemnify and hold harmless the Diocese of Trenton, the parish and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of the child's self-administration of medication.		
Signature		Date

Diocese of Trenton



Appendix 2031: Medication Authorization Form: Self-Medication

NOTIFICATION OF STUDENT SELF MEDICATION

Student:		D.O.B.:	
Teacher:		Grade:	Room:
PARENTAL REQUEST			
As the parent/guardian of _____, I am notifying the Religious Education program that my son/daughter will be self-administering the medication prescribed by my child's physician at the prescribed time.			
I agree to send my child to Religious Education with the necessary daily supply prescribed. The medication will be brought to Religious Education in its original container appropriately labeled by my pharmacy.			
Signature of Parent/Guardian		Date	
Address			
Phone #			
PHYSICIAN'S STATEMENT			
In order to protect the health of _____			
It is necessary for her/him to have the following medication during Religious Education hours.			
Medication:			
Dosage:			
Time to be administered:			
Purpose of medication:			
List any possible side effects that might be expected:			
Diagnosis:			
I authorize _____ to self-administer the above medication.			
Signature of Physician		Date	
Print Physician Name		Phone	

Diocese of Trenton



Appendix 2032: Medication Authorization Form: Medication to be Administered by Parish Nurse

REQUEST FOR MEDICATION TO BE ADMINISTERED BY PARISH NURSE

Student:		D.O.B.:	
Teacher:		Grade:	Room:
PARENTAL REQUEST			
I, the parent/guardian of _____, I request that the parish nurse administer the medication prescribed by my child's physician to my child at the prescribed time.			
I agree to bring the supply needed of the medication to the parish nurse. The medication will be brought to school in its original container appropriately labeled by my pharmacy.			
Signature of Parent/Guardian		Date	
Address			
Phone #			
PHYSICIAN'S STATEMENT			
In order to protect the health of _____			
It is necessary for her/him to have the following medication during Religious Education hours.			
Medication:			
Dosage:			
Time to be administered:			
Purpose of medication:			
List any possible side effects that might be expected:			
Diagnosis:			
I authorize the parish nurse to administer the above medication.			
Signature or Physician		Date	
Print Physician's Name		Phone	



EDUCATIONAL CLASSIFICATIONS

New Jersey Educational Classifications – The following are the classifications that are presently used in the schools. They can be found in the New Jersey Administrative Code, NJAC Title 6A:14-3.5. Many of the students will already have been classified by their schools. The following are those classifications with a simplified definition. There are fourteen.

1. **“Auditorily impaired”** corresponds to “auditorily handicapped” and further corresponds to the categories of deafness or hearing impairment. “Auditorily impaired” means an inability to hear within normal limits due to physical impairment or dysfunction of auditory mechanisms.
2. **“Autistic”** means a pervasive developmental disability which significantly impacts verbal and nonverbal communication and social interaction that adversely affects a student's educational performance. Onset is generally evident before age three. Other characteristics often associated with autism are engagement in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routine, unusual responses to sensory experiences and lack of responsiveness to others.
3. **“Cognitively impaired”** corresponds to “mentally retarded” and means a disability that is characterized by significantly below average general cognitive functioning existing concurrently with deficits in adaptive behavior; manifested during the developmental period that adversely affects a student's educational performance.
4. **“Communication impaired”** corresponds to “communication handicapped” and means a language disorder in the areas of morphology, syntax, semantics and/or pragmatics/discourse which adversely affects a student's educational performance and is not due primarily to an auditory impairment.
5. **“Emotionally disturbed”** means a condition exhibiting characteristics over a long period of time and to a marked degree that adversely affects a student's educational performance due to: an inability to learn that cannot be explained by intellectual, sensory or health factors; an inability to build or maintain satisfactory interpersonal relationships; inappropriate types of behaviors, etc.
6. **“Multiply disabled”** corresponds to “multiply handicapped” and “multiple disabilities,” and means the presence of two or more disabling conditions, the combination of which causes such severe educational needs that they cannot be accommodated in a program designed solely to address one of the impairments.
7. **“Deaf/blindness”** means concomitant hearing and visual impairments, the combination of which causes such severe communication and other developmental and educational problems that he or she cannot be accommodated in special education programs solely for students with deafness or blindness.

8. **“Orthopedically impaired”** corresponds to “orthopedically handicapped” and means a disability characterized by a severe orthopedic impairment that adversely affects a student’s educational performance. The term includes malformation, malfunction or loss of bones, muscle or tissue
9. **“Other health impaired”** corresponds to “chronically ill” and means a disability characterized by having limited strength, vitality or alertness, including a heightened alertness with respect to the educational environment, due to chronic or acute health problems, such as attention deficit disorder or attention deficit hyperactivity disorder, a heart condition, tuberculosis, rheumatic fever, nephritis, asthma, sickle cell anemia, hemophilia, epilepsy, lead poisoning, leukemia, diabetes or any other medical condition, such as Tourette Syndrome, that adversely affects a student’s educational performance.
10. **“Preschool child with a disability”** corresponds to preschool handicapped and means a child between the ages of three and five experiencing developmental delay, as measured by appropriate diagnostic instruments and procedures, in one or more of the areas of physical, cognitive and communication, socio-emotional, or adaptive skills.
11. **“Social maladjustment”** means a consistent inability to conform to the standards for behavior established by the school. Such behavior is seriously disruptive to the education of the student or other students and is not due to emotional disturbance.
12. **“Specific learning disability”** corresponds to “perceptually impaired” and means a disorder in one or more of the basic psychological processes involved in understanding or using language, spoken or written, that may manifest itself in an imperfect ability to listen, think, speak, read, write, spell, or to do mathematical calculations, including conditions such as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia
13. **“Traumatic brain injury”** corresponds to “neurologically impaired” and means an acquired injury to the brain caused by an external physical force or insult to the brain, resulting in total or partial functional disability or psychosocial impairment, or both.
14. **“Visually impaired”** corresponds to “visually handicapped” and means impairment in vision that, even with correction, adversely affects a student’s educational performance.

Adapted from the **NJAC Title 6A:14-3.5**

<http://www.state.nj.us/education/code/current/title6a/chap14.pdf>

Diocese of Trenton



Appendix 2050: The Holy Innocents Society, Diocese of Trenton

The Holy Innocents Society, Diocese of Trenton

The Holy Innocents Society, Diocese of Trenton is a nonprofit tax-exempt organization created by the Bishop of Trenton to serve the community members in our parishes and beyond who daily face special challenges and to be a resource for special needs children, adults, and families.

Holy Innocents Chapters throughout the Trenton Diocese provide children and adults with special needs, intellectual, cognitive and/or developmental disabilities, who are not able to function in a regular Religious Education Program, with religious education geared to their individual learning ability. Dedicated catechists prepare their students for the reception of the Sacraments, and through programs of continuing religious education, prepare them to take an active role in the Church community. In the love of Jesus Christ for His children and in the guidance of the Holy Spirit, the catechist's endeavor to foster within each student a positive self-concept, a sense of morality and participation in the Christian community.

Contact us:

Phone | 609-403-7139

Email | holyinnocentsociety@dioceseoftrenton.org

Check out the [brochure here](#).

More information can be found on the [webpage at: https://dioceseoftrenton.org/holy-innocents-society](https://dioceseoftrenton.org/holy-innocents-society).

Diocese of Trenton



Appendix 2060: Diocesan Standards for Safe Environment Program for Children and Youth

Communication with Parents/Guardians: Parents/Guardians are to be informed and offered the opportunity to become familiar with the program by the PCL/Principal.

Opt-out forms should NEVER be handed out to parents/guardians. Parents/Guardians only have the option to opt-out of the program after an information meeting or written communication is sent home, and parents have requested to meet with the PCL/Principal and understand the details of the program. The only time an Opt-out form is presented to a parent/guardian is after a parent/guardian requests a meeting and the actual meeting with the PCL or Principal takes place.

Teacher and student texts/worksheets are required for full implementation of the program.

Parent resources: The RCL parent connection booklet will be made available to all parents for each grade level. Invite parents to return the booklet after use, this is a technique to save on the cost. Loyola Press provides lesson summaries for parents to view either in person or on-line.

Grade 1-8 content

In-Person Formation		
Loyola Press Growing with God		
Grades K - 4	All 6 lessons	Engage & Explore - Side A of worksheet Reflect & Respond – if time allows Side B – can be done at home with their parent or in class Additional Activity (blackline master in the teacher manual) can be sent home
Grades 5 – 8	Lessons 1-5 (Lesson 6 optional)	
RCL Family Life		
Grades K - 8	All 5 units – 10 lessons must be taught	Student textbook and additional activities are available on the RCL website
Virtual and Home Study		
Loyola Press Growing with God		
Grades K - 4	All 6 lessons	Parents should use the At-Home Parent Guide and worksheet to help their children understand the lesson Students must complete the online review using the QR code on page 4 of the parent guide.
Grades 5 – 8	Lessons 1-5 (Lesson 6 optional)	
RCL Family Life		
Grades K - 8	All 5 units and 10 lessons	Parent Connection Book Student eBooks Online eAssessments

Implementation Models: In addition to the religion curriculum guidelines, below are some ideas for implementation.

RCL Family Life offers 5 models

1. Extend catechetical session: Add thirty minutes to your regularly scheduled class time, ten times during the year.
2. Unit based: Suspend regular program for 5 weeks and cover 2 lessons per week
3. Weekend retreat: Schedule 2-3 consecutive weekend days to allow families to come together for reflective study and fellowship as you help break open the lessons
4. Virtual/Home school: Parents are the primary educators of their children, and this option offers them the opportunity to teach the program to their child(ren). If this option is offered assistance and oversight will be needed by the PCL/Principal for the families.
5. Summer program: Time can be added to the program ensure implementation of the material or lessons can be taught throughout the year as family catechesis or integration of the material into the summer curriculum map

Loyola Press; Growing with God

1. Fall or Spring Sessions
Teach two lessons per month
 - Oct or Feb – Intro lesson & Lesson 1
 - Nov or March – Lesson 3 & 5
 - Dec or April – Lesson 2 & 4
 - Jan or May – Lesson 6 (Grades k – 4 only)
2. Yearly: One lesson per month
3. Summer program
 - 2-week model; one lesson every other day
 - 1-week model; one lesson per day
 - Lessons can be taught through the year as family catechesis

Optional Material/Lessons on Human Reproduction: This is **optional** for parishes/schools. This material is not required texts for conformity with article 12 of the *Charter for the Protection of Children*.

RCL Family Life: Grades 5/6; must be purchased separately & Loyola Press Growing with God grades 5-8 lesson 6 is included with the overall program.

When a parish or school makes the decision to offer this material the following is required:

- Host a parent meeting (separate from the informational meeting about the overall program) to give a brief overview of the material/lessons.
 - Have the samples available at the meeting.
- If a separate presentation on this topic is offered for the students' parents must consent to the child's participation.
- If a parent desired to teach this material to their child at home, the parish/school must provide them with the materials.
 - RCL – Student Human Reproduction booklets
 - Loyola Press- -At-Home Parent Guide for lesson 6

RCL Sales Representative: Jamie Alexander; 267-994-8049 / jalexander@rclbenziger.com

Loyola Press representative: Matthew DeCaux; 800-256-0589 x228 / decaux@loyolapress.com

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3030	Ongoing Formation

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3010	Catechist Ongoing Formation
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POLICY:

A catechist is a person of faith that passes on the tradition and teachings of the Catholic Church.

The role of a catechist in the parish religious education program is critical to passing on the faith. The following guidelines support parishes in identifying, recruiting, and supporting the catechist.

A. To fill the role of catechist the PCL will seek a person who fulfills the following:

- is a believing, practicing Catholic who participates in the liturgical life of the community.
- Is a person of prayer who tries to follow Jesus Christ in word and action, loves the Catholic tradition and wants to share this faith with others.
- is committed to the teachings of the Catholic Church and her Magisterium.
- is comfortable with and able to communicate effectively with the age group he/she will be catechizing.
- can deal with conflict and disagreement in a sensitive and understanding manner.
- is willing to make the time to prepare for and conduct his/her catechetical sessions as well as participate in regular in-service and planning meetings.
- is committed to continuing growth and enrichment as a catechist.

B. The personal skills to be developed or introduced include these abilities:

- articulate one's Catholic faith
- communicate with the students
- plan and conduct a catechetical session
- use a variety of catechetical methods effectively
- use a variety of teaching and learning experiences
- evaluate one's effort

C. The Parish Catechetical Leader will interview the applicant and check references.

D. The Parish Catechetical Leader will keep a file for each catechist containing the following:

- Completed volunteer application
- Copies of safe environment compliance documents
- Signed copies of the following:
 - Christian Witness Statement **See Appendix 1050: Christian Witness Statement**
 - Guidelines for Internet and Electronic Communications **See Appendix 5040: Guidelines for Internet and Electronic Communications**
- Copy of the diocesan Certificate in Catechesis
- Any additional documents for ongoing formation, etc.

E. Confirm compliance with all policies and procedures required by the Office of Child and Youth Protection which includes a background check and VIRTUS Training. **See Appendix 1040: Child Protection Policy**



POLICY:

Catechists will complete basic training and participate in ongoing faith formation. PCLs will inform all catechists of the requirement to complete basic training by obtaining the diocesan “Certificate in Catechesis.” PCLs will also share with catechists opportunities for ongoing formation.

The catechist is called to become a witness of faith, a keeper of the memory of God, a teacher who instructs the faith, and to grow as an educator and communicator. Formation helps the catechist to reconsider his or her own catechetical action as an opportunity for human and Christian growth.” (Directory for Catechesis 131, 143)¹

- A. Catechist formation develops the skills needed to communicate the faith and accompany others in their growth of the faith. “Formation sets as its goal, in the first place, making catechists aware that as baptized persons they are true missionary disciples.” (Directory of Catechesis, 132)
- B. Catechist Formation provides the basic theological understanding, spiritual formation, and catechetical methodology necessary for those who are called to hand on the faith.
- C. Training of the catechist is necessary to confirm that the faith is handed on in its integrity and in a manner that responds to the needs, learning styles, cultures, and other special characteristics of those in their care.

‘Certificate in Catechesis’ Requirements:

Catechists serving in Parish Religious Education programs will obtain the diocesan “Certificate in Catechesis”. To complete the requirements for the “Certificate in Catechesis” a catechist will complete 41 hours of formation. This includes 6 hours for “The Art of Catechesis” and 35 hours toward the theology module. For the “Certificate in Catechesis” to remain current all certified catechists will participate in at least 10 hours of formation per year to maintain their certification.

A. Art of Catechesis:

The [Art of Catechesis](#), 6 hours, will be offered at parishes throughout the Diocese by trained instructors.

Session 1: The Role of the Catechist (2 hours)

¹ Directory For Catechesis; United States Conference of Catholic Bishops, July 2020, Print

What is Catechesis?
The Kerygma
Challenges for Catechesis
The Catechist as God's Partner
Five Tasks of Catechesis
The Parish Catechist
Understanding Learners

Session 2: Sources and Methods for Catechesis (2 hours)

Why Does the Church Catechize?
What Does the Church Catechize?
How Does the Church Catechize?

Session 3: Tools and Practice (2 hours)

Basics
Know your Learners
Know your Material
Know your Parish Policies
Digital Learning
The First meeting
The Second meeting and Beyond

B. Theology Module (35 hours)

Parish Catechists and Catholic School Teachers of Religion will complete one of the diocesan approved theology modules.

1. A partnership with the [Catechetical Institute | Franciscan University](#) and the Diocese of Trenton provides a theology track for parish catechist that consists of 10 core workshops and 2 electives at no cost to the catechist, parish, or school. Sign up for an account here: <https://franciscanathome.com/diocese-trenton>
 - “Catechist Track | Certificate in Catechesis.”
 - Asynchronous online workshops: the catechist will work on the material according to their own schedule.
 - Written responses following each segment
 - Periodic discussions in small groups
2. A partnership with the [University of Notre Dame's McGrath Institute of Church Life](#) and the Diocese of Trenton entitles anyone in the Diocese of Trenton a 50% discount on the course below and other courses offered by the institute.

- [Foundations of Catholic Belief](#)

This course explores the fundamental beliefs of the Catholic Church professed in the Creed and presented in the Catechism of the Catholic Church. In 24 video lectures, six professors from the [University of Notre Dame](#) answer the following questions. What is faith, and why does it matter? Why did God create the world? Who is Jesus Christ, and how is he both

God and human? What do Catholics mean when they say that God is Father, Son, and Holy Spirit? How does Jesus Christ save us through his life, death, and resurrection? Who is the Holy Spirit, and what does the Spirit have to do with the Church including the sacraments? What do Catholics believe about heaven, hell, and purgatory? These professors, all popular teachers, answer these questions through engaging examples from life, literature, art, and humor. ([Click here for more information](#))

Course Format

- Seven weeks in duration, with one week for orientation.
- Typically, 15-20 students in each course.
- All lecture text available online in text format.
- Supplemental readings are provided to encourage further exploration of topic, internet links provided for all readings.
- Written assignments (150-200 words) required.
- Facilitator-moderated chat sessions with students in the course.

Participation Requirements

- View or read the lecture for each unit.
- Read assigned texts; keep notes, questions, and comments for class discussion.
- Participate in the class discussion using the Forums area: post at least 2 comments, questions, or responses per unit.
- Write 150-200 words in response to the assignment in each unit.
- Participate in at least 4 scheduled chat sessions throughout the course.
- Complete the course evaluation.

Process for obtaining a Certificate in Catechesis

- A. Whether a person is volunteer or paid, he/she is required to obtain the Certificate in Catechesis with the first two years of teaching.
- B. Catechists' may teach religion while working towards the Certificate in Catechesis. The training must commence in the first year and be completed by the end of the second year.
- C. The Department of Catechesis tracks all progress made by registered catechists.
- D. Attendance at *The Art of Catechesis* is tracked by the sign-in sheets that the approved instructors manually submit to the Department of Catechesis for recording.

- E. The Department of Catechesis, upon completion of all requirements by the catechist will issue the Certificate in Catechesis four times a year, during the months of January, April, July and October.
- F. Certificates will be sent to the Pastor and Parish Catechetical Leader. Copies of the certificate are kept in the parish catechist file or the school file. Originals are given to the catechist.
- G. PLCs will recognize the catechists that have acquired the Certificate in Catechesis in a public venue, such as a catechist meeting, in-service, parish liturgy, social media, the parish website.
- H. A catechist who holds a Bachelor's degree or a Master's degree in Religious Studies or related field from a Catholic College, University or Seminary is acknowledged as qualified by the Department of Catechesis and therefore does not need to obtain the Certificate in Catechesis.
 - i. The PCL will notify the department of catechesis of the qualified catechists along with documentation of completed degree, then acknowledgement of the Certificate of Catechesis will be sent to the parish.



3030 ONGOING FORMATION

POLICY:

Upon completion of the Certificate in Catechesis, Catechists will be required to complete 10 hours of formation per year to maintain their certification. The PCL will be responsible to keep track of the ongoing formation. Each catechist is asked to account for ongoing formation each year and submit the 10 hours in writing to the PCL. **See Appendix 3010: Catechist Ongoing Formation**

To strengthen one's commitment as a catechist and to foster professional growth, the catechist will seek annual on-going formation.

- A. Parishes, Cohorts, or TRED County Clusters may offer single-day opportunities or workshop series for ongoing formation.
- B. The Diocese of Trenton provides the opportunity for professional growth through Faith Formation and Spirituality Days which parish catechists are encouraged to attend.
- C. The Department of Catechesis administrates two Scholarship Opportunities for individuals ministering in the Diocese of Trenton who want to pursue higher education courses or obtain a master's degree in theology. Please refer to our webpage for more information at <https://dioceseoftrenton.org/catechesis-scholarships>
 - i. Bishop Reiss Scholarship
 - ii. Elizabeth Ann Seton Scholarship

Diocese of Trenton



Appendix 3010: Catechist Ongoing Formation

“We are entering a period of new vitality for the Church, a period in which adult Catholic laity will play a pivotal leadership role in fulfilling the Christian mission of evangelizing and transforming society. For adults to fulfill their role in this new era of the Church, their faith formation must be lifelong, just as they must continue to learn to keep up in the changing world.” (Our Hearts Were Burning Within Us: A Pastoral Plan for Adult Faith Formation in the United States, 29)

Upon completion of the ‘Certificate in Catechesis’, catechists are required to complete at least 10 hours of formation per year to maintain their certification. Formation can include but is not limited to:

- Diocesan and/or Parish sponsored conferences, workshops, and seminars
- Completion of workshops offered through [Franciscan University’s Catechetical Institute \(Franciscan At Home\)](#)
- Completing coursework in Religious Education or Theology (degree or non-degree) at a Catholic college or University
- Personal faith development opportunities (articles, FORMED, The Bible/Catechism in a Year, Hallow app, etc...)

Name: _____ Phone Number: _____

Address: _____ City: _____ Zip: _____

Parish: _____ City: _____

Email: _____ I was certified as a catechist in _____(Year)

Continuing Catechist Formation

<u>Workshop/Course/Personal Faith Development</u>	<u>Date</u>	<u>Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Catechist Signature: _____ **Date:** _____

PCL Signature: _____ **Date:** _____

Return form to your Parish Catechetical Leader
Form should be retained in catechist’s individual file

GENERAL LIABILITY/INSURANCE POLICIES: 4000 SERIES

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4010 LIABILITY/INSURANCE RESPONSIBILITIES

POLICY:

The Parish has a responsibility to provide for the reasonable physical safety of everyone in attendance during the hours in which the Parish Religious Education Programs occur whether they are held on or off parish property.

- A. All persons are expected to act responsibly and take normal precautions to avoid the occurrence of accidents or injury.
- B. All accidents are to be documented and kept on file at the parish. **See Appendix 4010: Accident/Injury Report**
- C. Information pertaining to the diocesan insurance coverage is located in the Diocesan Risk Management Manual, which is available from the parish business office or online at www.dotinsurance.org Diocese of Trenton Risk Management Manual – Parishes – Schools - Organizations.

The following types of claims must be reported to Performance Matters Associates (PMA) IMMEDIATELY upon notice of bodily injury or damage:

- Automobile (Note: Police Report Is Required)
- General Liability
- Property Damage
- Workers Compensation
- Employment Practices Liability
- Bodily Injury (not workers comp related)
- Injuries related to **Religious Education Students** may be covered under the Student Accident Insurance Policy – Refer to the Student Accident Insurance Coverage and the Student Accident Insurance Claim Form in the Risk Management Manual or download at the www.dotinsurance.org website.



4011

INSURANCE CONTACT INFORMATION

Insurance Program Administration

Joseph Cahill, Director Risk Management

jcahill@dioceseoftrenton.org

609-403-7189 office

732-284-1600 cell

609-403-7215 fax

Claim Reporting

PMA Management (Performance Matters Associates)

Phone: 1-800-482-9862



4020 PROCEDURES FOR PROGRAMS ON PARISH GROUNDS

POLICY:

Activities approved and sponsored by the Parish, on parish grounds as well as employees and volunteers working in conjunction with the Parish on the grounds, are covered by Diocesan insurance.

The Parish is responsible for the physical safety of participants in parish programs and will be liable for injuries incurred due to neglect of reasonable safety precautions, the following guidelines, in addition to all fire safety regulations, need to be followed:

- A. The Catechetical Leader must take adequate steps to see that children are not left unattended to cross busy parking lots or an adjacent street.
- B. The Parish must provide supervision for children and young persons as they arrive and leave the parish programs.
- C. Beginning and dismissal hours of the program and parental responsibility for transportation must be clearly communicated in writing to the parents and faithfully followed by all catechists. It is recommended that this information be included in the Parish Religious Education Handbook. **See Appendix 4020: Sample Permission Slip for Dismissal**
- D. No child is to be released early unless the child will be supervised. No child is to be released to a person other than the custodial parent or guardian unless the custodial parent or guardian has informed the Catechetical Leader in writing.
- E. All walkways, stairs, indoor and out, and driveways at parish facilities are to be well maintained, free from ice, snow and debris. They must be kept salted/sanded and properly lighted at all times. The Catechetical Leader must ensure that there is cooperation from the maintenance staff.
- F. Building access must be securely controlled during Religious Education Program Operation.



4021 INCIDENT REPORT

POLICY:

All incidents involving program participants, volunteers, or parish staff, which occur on parish property during program hours, must be reported immediately to the Pastor by the Catechetical Leader.

An Incident report must be completed and reported to the appropriate entities and departments including the Diocesan Department of Administrative Services Risk Management Director as well as the Parish Business Manager.

- A. In the event of an incident, the Catechetical Leader is expected to complete the Incident Report Form and provide the appropriate notification within 24 hours. This form is to be kept on file in the Parish. **See Appendix 4030: Incident Report**
- B. All incidents in relation to child abuse must be reported to Joseph Bianchi at 1-888-296-2965 as well as DCP&P (Division of Child Protection and Permanency within the New Jersey State Department of Children and Families) at 1-877-652-2873.
- C. Diocesan Office of Child & Youth Protection contact information:

Diocese of Trenton Chancery
Office of Child & Youth Protection
Attn: Margaret Dziminski/Janet Boris
701 Lawrenceville Road, P.O. Box 5147
Trenton, NJ 08638
Phone: 609-403-7170/609-403-7223
FAX: 609-406-7441



4022 SAFETY RESPONSIBILITIES

POLICY:

The Pastor and PCL will plan and implement safety guidelines and drills for the program.

The plan will include the following:

- A. Each municipality establishes its own regulations, which can be even more stringent than the State regulations including such things as the legal occupancy limit per classroom, etc.
- B. When a program operates in a school building that is regularly in use as a school, it is expected that the existing fire procedures be followed. The Catechetical Leader will discuss all pertinent procedures with the School Principal as well as any precautions that need to be taken.
- C. When a program is held in a parish building, the Pastor is responsible and should develop emergency procedures in consultation with the Catechetical Leader. These emergency procedures are to be posted in a prominent place. The Pastor is responsible for the building being code compliant.
- D. Active Shooter drills will be conducted for all programs being held at the parish.
- E. All fire exit routes must be displayed and kept clear.
- F. All personnel need to become familiar with the locations of fire alarm boxes and the necessary procedures for activating them.
- G. Fire drills will be conducted annually. It is advised that a record be kept of the date, time and any observations.
- H. The Catechetical Leader should ensure that all doors are accessible for exiting. Exit signs should be clearly marked.
- I. All emergency phone numbers are to be posted on or near the Catechetical Leader's office phone and accessible during the operation of the program.



4030 PROCEDURES FOR PROGRAMS OFF PARISH GROUNDS

POLICY:

All programs are preferred to take place on parish grounds. However, given the limitation of time and space, a parish may find it necessary to hold some classes or conduct activities in other places such as public facilities or the facilities of another parish.

Conducting parish sponsored activities off premises may expand the potential for liability to the parish and/or third parties involved (i.e. owners of off-premises properties, drivers, etc.). Set forth below are general scenarios that may occur to illustrate what potential liability/insurance issues could arise and how they might be handled. The following scenarios are for illustrative purposes only and are intended to give general guidance.

- A. When a parish uses a public facility such as a public school to conduct a religious education program, the parish normally is asked to provide to the public entity a certificate of insurance covering the public entity as well as the parish and its employees and volunteers. Order Certificate of Insurance through the Certificates online link at www.DOTInsurance.org
- B. When one parish utilizes the facilities of another parish in the same diocese, both parishes are covered under the same (diocesan) policy. However, liability may be attributed to one or the other parish depending on who was determined to have committed the alleged act that led to the injury or damage. In either event, the diocesan policy, would respond (pay) subject to appropriate internal deductibles that may be imputed to the parish responsible for the alleged negligence.
- C. When the Parish sponsors a program that meets in a private home, the homeowner's policy of the host or the policy of the Parish, or both, may apply depending upon the specific circumstances of the occurrence, e.g., a trip and fall as a result of a defective carpet would be covered by both policies. However, as to liability, it would fall upon the homeowner's policy first, who maintained the carpet and therefore his/her homeowner's policy would respond (pay). **See Appendix 4040: Legal Responsibilities for Programs in the Home and Appendix 4050: Homeowner's Insurance Form**

- D. When a parish joins with other Christian Churches to conduct ecumenical programs in various facilities, the Parish is covered under its own policy for its own negligent acts, errors or omissions, and those of its employees and volunteers. Other Churches are not covered under the Parish insurance and will need to rely upon their own insurance policies for coverage. Liability, which is an entirely separate and distinct issue, is determined by policy coverage language and limits.
- E. When a class is transported by private car to another location, e.g., retreat center, sporting event, coverage for liability is the owner of the vehicle and his/her policy will respond. Collision and comprehensive coverage will always be that of the auto owner – the Parish’s coverage will never apply to a private vehicle. Liability for the accident may rest with either the owner and operator of the occupied vehicle or the owner and operators of other vehicles involved in the accident. **See Appendix 4060: Automobile Insurance Form**



4040

PROCEDURES TO BE FOLLOWED WHEN TRANSPORTING CHILDREN OFF THE PARISH GROUNDS

POLICY:

PCLs and Catechists will follow the following guidelines when transporting minors off the parish grounds.

- A. Trips or other outings that are sponsored by the Parish must have written approval of the Pastor or his representative.
- B. All Chaperones must be in compliance with the Diocese of Trenton Child Protection Policy. **See Appendix 1040: Child Protection Policy**
- C. Children attending an event off the parish premises must present a permission slip, a copy of which is to accompany the leader and a copy to be kept on file at the Parish office. **See Appendix 4070: Off Site Student Permission Slip**



Appendix 4010: Accident/Injury Report

ACCIDENT/INJURY REPORT

Please print or type all information below. Thank you.

Parish: _____ Town: _____

Injured: _____ Age: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Event: _____

Association with program: _____

Description of injury: _____

Date: _____ Time: _____ Place of Accident: _____

Description of circumstances: _____

Action taken (check all that apply):

_____ a. None required

_____ b. Parent(s) called at _____ AM/PM by: _____

_____ c. First aid given by: _____

describe _____

_____ d. Ambulance called at _____ AM/PM by: _____

_____ e. injured taken to: _____

by: _____

_____ f. others notified: _____

by: _____ at: _____ AM/PM

Witness: (1) _____ Phone: _____

(2) _____ Phone: _____

Date of report: _____ Prepared by: _____

Signature: _____ Date: _____

Diocese of Trenton



Appendix 4020: Sample Permission Slip for Dismissal

SAMPLE Permission Slip | Dismissal from Religious Education

PARISH NAME

ADDRESS

Student Name: _____ Grade/Class _____

Address: _____

Parent Phone: _____

Parent Email: _____

I, the parent/guardian of the above-named student, grant my permission for him/her to be dismissed from Religious Education from Month/Year – Month Year to...

_____ Be a walker

_____ Carpool with another family (supply a separate document with the carpool procedure)

_____ take a taxi home

_____ other _____

***Notes are required for a change in transportation/dismissal**

I agree to waive any liability against PARISH NAME and all of its agents, employees, volunteers and representatives as to any and all claims for any injury to the child involving the above permission.

Parent/Legal Guardian Signature: _____ Date: _____

Diocese of Trenton



Appendix 4030: Incident Report

INCIDENT REPORT

Please print or type all information below. Thank you.

Date of Incident: _____ Time: _____

Parish/School/Agency Location: _____

COMPLAINANT

Name of Complainant: _____
Last First Middle

Address: _____
Street Town State Zip

Phone: _____ Work Phone: _____

Preferred Email: _____

Does an attorney represent the complainant: YES NO

Attorney's Name: _____
Last First Middle

Address: _____
Street Town State Zip

Work Phone: _____ Email: _____

ALLEGED OFFENDER

Name: _____ Title: _____
Last First Middle

Address: _____
Street Town State Zip

Phone: _____ Work Phone: _____

Relationship of Alleged Offender to Alleged Victim: _____

ALLEGED VICTIM

Name: _____ Title: _____
Last First Middle

Address: _____
Street Town State Zip

Phone: _____ Work Phone: _____

Relationship of Alleged Offender to Alleged Victim: _____

INCIDENT DETAIL

VIOLENCE

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Assault | <input type="checkbox"/> Fight |
| <input type="checkbox"/> Criminal Theft | <input type="checkbox"/> Robbery |
| <input type="checkbox"/> Extortion | <input type="checkbox"/> Kidnapping |
| <input type="checkbox"/> Harassment, Intimidation, Bullying, Threat | |
| <input type="checkbox"/> Sex Offense | |

VANDALISM / GENERAL

- | | |
|---|---|
| <input type="checkbox"/> Arson | <input type="checkbox"/> Fake Bomb |
| <input type="checkbox"/> Bomb Threat | <input type="checkbox"/> Fire Alarm Offense |
| <input type="checkbox"/> Burglary | <input type="checkbox"/> Theft (>=\$10) |
| <input type="checkbox"/> Damage to Property | <input type="checkbox"/> Trespassing |
| <input type="checkbox"/> Slips & Falls | <input type="checkbox"/> Auto Accidents |

Full Description of the Incident(s) and action taken, if any (attach documents if needed):

REPORTED TO

- | | |
|---|--|
| <input type="checkbox"/> Office of Child & Youth Protection | <input type="checkbox"/> Office of Catholic Education |
| <input type="checkbox"/> Office of Pastoral Life and Mission
Dept. of Catechesis | <input type="checkbox"/> DCP&P (DYFS) <input type="checkbox"/> Prosecutor's Office |
| <input type="checkbox"/> Director Risk Management | <input type="checkbox"/> PMA (Performance Matters Associates) |

Date Reported: _____ Time: _____

Report prepared by: _____
Last First Middle

Signature: _____ Date: _____

DIOCESAN OFFICE USE ONLY

NOTIFICATIONS GIVEN TO

- | | | |
|---|--|---|
| <input type="checkbox"/> Bishop O'Connell | <input type="checkbox"/> Msgr. Mullelly | <input type="checkbox"/> Joe Bianchi/Joe Cahill |
| <input type="checkbox"/> Denise Contino | <input type="checkbox"/> Janet L. Boris/Margaret Dziminski | <input type="checkbox"/> Dr. Vince Schmidt |
| <input type="checkbox"/> Steve Goodell | <input type="checkbox"/> Mary Liz Ivans | |
| Other: <input type="checkbox"/> DCP&P | <input type="checkbox"/> PMA | |

Diocese of Trenton



Appendix 4040: Legal Responsibilities for Programs in the Home

Legal Responsibilities for Programs in the Home

- A. The homeowner will be required to provide proof of homeowner's insurance sufficient to protect against liability claims for personal injuries sustained by the participants. Minimum requirements for Personal Liability Homeowner's Policy are \$300,000 per occurrence and Personal Umbrella Policy of \$1,000,000. It is recommended to review the actual terms of the homeowner policy to determine coverage and extract an agreement from the homeowner that the homeowners will hold the parish/diocese harmless against any claims for injuries sustained on the homeowner's premises.
- B. It is the responsibility of the pastor or the Catechetical Leader to do the following:
- become familiar with the family who is volunteering the home
 - become familiar with the size and physical condition of the home
 - be aware of special circumstances, such as, a large dog or other animals on the premise, steep steps, swimming pool, etc.
 - inform participants who will attend a program in a private home that they would look to the homeowner and/or the homeowners' carrier for compensation for injuries
- C. A copy of the proof should be kept on file in the Parish Religious Education Office for one year.

Diocese of Trenton



Appendix 4050: Homeowner's Insurance Form

**Diocese of Trenton
Parish Activities – Off Parish Grounds**

HOMEOWNER'S INSURANCE FORM

Please print or type all information below. Thank you.

Parish Information

Parish: _____
Name

Parish Address: _____
Street Town State Zip

Event/Activity Description

Homeowner's Information

Name: _____
Last First Middle

Address: _____
Street Town State Zip

Phone: _____ Cell Phone: _____ Email: _____

Insurance Company: _____

I hereby acknowledge that I have homeowner's insurance with the minimum required limits of insurance and injuries associated with the use of my home for a parish program may be covered by said insurance. I will forward any claims arising out of the use of my home for the program that are subject to the policy to my homeowner's company for handling.

Homeowner's Policy: Personal Liability – \$300,000 per occurrence

Personal Umbrella Liability Policy – \$1,000,000.

Signature Date

Diocese of Trenton



Appendix 4060: Automobile Insurance Form

Diocese of Trenton
Parish Activities – Off Parish Grounds

AUTOMOBILE INSURANCE FORM

Please print or type all information below. Thank you.

Driver Information

Name: _____
Last First Middle

Address: _____
Street Town State Zip

Phone: _____ Cell Phone: _____

Driver's License #: _____ Expiration Date: _____

Vehicle Information

Registered Owner of the Vehicle: _____
Last First Middle

Make: _____ Model: _____ Color: _____ Year: _____

License Plate #: _____ Registration Expiration Date: _____

Car Insurance Information

Insurance Company Name: _____

Policy #: _____ Expiration Date: _____

*Liability Limits of Policy: _____

**The minimum acceptable limits for liability are \$500,000 single limit and \$1,000,000 umbrella.*

I certify that I am in full compliance with the Diocese of Trenton Child Protection Program, have a current fingerprint background, am compliant with VIRTUS training and will only transport minors with a second adult present in the vehicle that is also compliant with the Diocese of Trenton Child Protection Program.

I certify that the information contained in this form is true and complete to the best of my knowledge. I understand that, as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current registration and license for my vehicle, have not had my license suspended for a DUI in the last 10 years and have the required automobile liability insurance coverage in effect on any vehicle used for transportation, which will be looked to in the event of any injury arising out of my operation of my vehicle to transport program participants.

Signature

Date

Diocese of Trenton



Appendix 4070: Off-Site Student Permission Slip

**Diocese of Trenton
OFF SITE STUDENT PERMISSION SLIP**

Please print or type all information below. Thank you.

Student's Name: _____
Last First Middle

Address: _____
Street Town State Zip

Phone: _____ Birth Date: _____ Grade: _____

Special Event/Activity/Retreat Information

Name of Event/Activity/Retreat: _____ Date: _____

Location: _____

Promotional Release: I consent to the use of any videotapes and/or photographs in which my child may appear by the Diocese of Trenton and/or the Parish. I understand that these materials are being used for promotion of the Parish Religious Education Programs and/or activities, which may include recruitment and fundraising efforts.

Parent/Guardian Initial for Approval: _____

Consent to Participate & Transportation: I, the Parent/Guardian of the above-named student grant my permission for him/her to participate in and be transported to the special Parish/Diocesan Religious Education event/activity/retreat for which this form is intended. I understand that this event will be taking place off site and that this activity will take place under the guidance and direction of employees and/or volunteers of the parish and/or the Diocese of Trenton. I/we agree that, in consideration of our child being permitted to join said event/activity/retreat, we each hold harmless and indemnify the Parish and the Diocese of Trenton and their agents and employees against any and all claims for injury to our child involving said event/activity/retreat.

Parent/Guardian Initial for Consent: _____

We have also read the specifics on the accompanying cover letter. *

Parent/Legal Guardian Signature: _____ **Date:** _____

Email Address: _____ Cell Phone: _____

Emergency Contact: _____ Relationship: _____

Phone: _____ Cell Phone: _____ ***A cover letter**

should accompany each permission slip stating the purpose of the day, etc.

HEALTH, SAFETY & LEGAL ISSUES: 5000 SERIES

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5020	Megan's Law
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APPENDICES

5010	Child Abuse & Neglect Indicators
5020	County Prosecutors' Offices
5030	Code of Conduct
5040	Guidelines for Internet & Electronic Comm.
5050	Copyright Procedure



5010 CHILD ABUSE AND NEGLECT

POLICY:

New Jersey State law requires that any person having any reason to suspect that a child is the subject of child abuse must immediately make a report to DCP&P (formerly DYFS).

CHILD ABUSE/NEGLECT HOTLINE

1-877-NJ ABUSE (652-2873)

1-800-835-5510 (TTY)

24 hours a day - 7 days a week

<https://www.nj.gov/dcf/families/hotlines/>

<https://www.nj.gov/dcf/documents/divisions/dyfs/DCPPFlyer.pdf>

Any person having reasonable cause to believe that a child has been abused or neglected has a legal responsibility to report it to the Division of Child Protection and Permanency (formerly DYFS). Calls can be made anonymously.

The report should also be made immediately to the Diocesan Office of Child & Youth Protection and to the Department of Catechesis.

Persons making such reports may be immune from any liability (N.J.S.A. 9:6-8.13).

The law defines child abuse primarily as physical injury, but also covers “protracted impairment of physical or emotional health”, sexual abuse and deprivation of clothing, food and shelter. **See Appendix 5010: Child Abuse and Neglect Indicators**



5020 MEGAN'S LAW

POLICY:

The parish will be aware of the ability to access records under Megan's Law and request information from the prosecutor's office.

One of the New Jersey State laws, collectively known as Megan's Law, entitled "Registration and Notification of Release of Certain Offenders", N.J.S.A. 2/C:7-1 et seq., sets forth a system for registration of sex offenders and others who commit predatory acts against children and provides for community notification under specific circumstances.

Under this law notification is not automatically extended to Parish Religious Education Programs. To receive such notification the Pastor or his delegate must register as a Community Organization with the Office of the Prosecutor in the County in which it is located. **See Appendix 5020: County Prosecutors Offices.**



5030

CONTROLLED SUBSTANCES, ALCOHOL AND WEAPONS

POLICY:

New Jersey State Laws prohibit the possession of firearms or deadly weapons without a lawful purpose and prohibit possession of controlled dangerous substances or alcohol. (where children are present)

Parishes will abide by these laws; and will immediately report any person violating these laws while in attendance at a Parish Religious Education Program, and turn over the prohibited material and paraphernalia, to the local law enforcement agency.



5040 BULLYING/SAFE ENVIRONMENT

POLICY:

The Diocese of Trenton in accordance with the Charter for the Protection of Children prohibits acts of abuse, intimidation, harassment, or bullying of a child.

PCLs, catechists, parish employees and volunteers who have contact with children must acknowledge the Code of Conduct. Violation of this code would result in disciplinary action and/or criminal prosecution. **See Appendix 1040: Child Protection Policy & Appendix 5030: Code of Conduct**

In the case of abuse, harassment, or bullying perpetrated by a minor, disciplinary action will be taken or dismissal from the program. These acts can consist of any gesture, electronic communication, or written, verbal, or physical act that is reasonably perceived as having the purpose or effect of either (1) creating a hostile environment, or (2) interfering with a learners physical or emotional well-being. These are serious incidents that amount to more than annoyances, disagreements, or disputes typical of a particular age group. Parish religious education programs will create a policy and add it to their program handbook.

All incidents will be reported to the Diocese using the incident report. **See Appendix 4030: Incident Report**



5050

SELF DESTRUCTIVE BEHAVIOR/SUICIDE WARNING SIGNALS OR THREATS

POLICY:

Parish Catechetical Leaders and Catechists have a duty of care for learners in the Parish Religious Education Program. They will be attentive to signs of self-destructive behavior or suicidal thoughts and report their concerns.

Periodically, parishes will offer basic training to catechists and other volunteers who work with children and adolescents on the warning signs or threats and what they should do if they see those signs.

Intervention Begins

- Immediately/as soon as concern is noted
- Suicidal ideation in writing or artwork
- Notes between students that mention or hint at suicide
- If another student reports a suspicion
- Previous attempt coupled with current behaviors
- Student makes actual threat or attempt, or speaks about killing him/herself
- Self-destructive behavior
- Self-mutilation such as cutting, carving, head-banging
- Daredevil or risk-taking behaviors
- Parent reports concerns

Procedures to Protect the learner

- Ensure safety of student; someone must remain with the student
- Notify the pastor immediately
- Contact the parent/guardian
- Encourage the parent to arrange for a psychological evaluation by a certified professional, licensed counselor, psychological, or mental health official to ensure that the student is not a threat to him/herself or others.



5060 INTERNET AND ELECTRONIC COMMUNICATIONS

POLICY:

Anyone working with minors will be provided the Guidelines for Internet and Electronic Communications policy. This form will be signed and saved in their personal file.

Refer to the Guidelines for Internet and Electronic Communications F311.1. All who work with minors must sign this form. **See Appendix 5040: Guidelines for Internet and Electronic Communications**



POLICY:

Religious Education Programs will abide by all copyright laws as they pertain to music, printed resources, online graphs, videos, and other intellectual property.

In general, reference to original material will be properly cited and attributed. In some cases, a monetary fee is required.

- i. Permission to reprint should be sought from the publisher.
- ii. Videos / Movies being used in a public venue will need to be properly licensed.
- iii. Images found on the internet and used publicly requires photo licensing permission.
- iv. Education “Fair Use” allows limited use of copyright materials for educational purposes. Restricting to a small portion and cannot be included in works which derive income.
<https://www.copyright.gov/title17/92chap1.html#107>
- v. Music being used, reprint, podcast, recording, hymns and songs will comply with publisher or license agreement

See Appendix 5050: Copyright Procedure



Appendix 5010: Child Abuse and Neglect Indicators

CHILD ABUSE AND NEGLECT INDICATORS

CHILD ABUSE/NEGLECT HOTLINE

1-877-NJ ABUSE (652-2873)

1-800-835-5510 (TTY)

24 hours a day - 7 days a week

<https://www.nj.gov/dcf/families/hotlines/>

<https://www.nj.gov/dcf/documents/divisions/dyfs/DCPPFlyer.pdf>

Any person having reasonable cause to believe that a child has been abused or neglected has a legal responsibility to report it to the Division of Child Protection and Permanency (formerly DYFS). Calls can be made anonymously.

Different types of abuse and neglect have different physical and behavioral indicators.

PHYSICAL ABUSE

Physical Indicators	Behavioral Indicators
<p>Unexplained bruises and welts:</p> <ul style="list-style-type: none"> • On face, lips, mouth • On torso, back, buttocks, thighs • In various stages of healing • Cluster, forming regular patterns • Reflecting shape of article used to inflict (electric cord, belt buckle) • On several different surface areas • Regularly appear after absence, weekend or vacation <p>Unexplained burns:</p> <ul style="list-style-type: none"> • Cigar, cigarette burns, especially on soles, palms, back or buttocks • Immersion burns (sock-like, glove-like doughnut shaped on buttocks or genitalia) • Patterned like electric burner, iron, etc. • Rope burns on arms, legs, neck or torso <p>Unexplained fractures:</p> <ul style="list-style-type: none"> • To skull, nose, facial structure • In various stages of healing • Multiple or spiral fractures <p>Unexplained laceration or abrasions:</p> <ul style="list-style-type: none"> • To mouth, lips, gums, eyes • To external genitalia 	<p>Wary of adult contacts Apprehensive when other children cry</p> <p>Behavioral extremes:</p> <ul style="list-style-type: none"> • Aggressiveness • Withdrawal <p>Frightened of parents Afraid to go home Reports injury by parents</p>

PHYSICAL NEGLECT

Physical Indicators	Behavioral Indicators
Consistent hunger, poor hygiene, inappropriate dress Consistent lack of supervision, especially in dangerous activities or long periods Constant fatigue or listlessness Unattended physical problems or medical needs Abandonment	Begging, stealing food Extended stays at school (early arrival and late departure) Constantly falling asleep in class Alcohol or drug abuse Delinquency (e.g. thefts) States there is no caregiver

SEXUAL ABUSE

Physical Indicators	Behavioral Indicators
Difficulty in walking or sitting Torn, stained or bloody underclothing Pain or itching in genital area Bruises or bleeding in external genitalia, vaginal or anal areas Venereal disease, especially in pre-teens Pregnancy	Unwilling to change for gym or participate in PE Withdrawn, fantasy or infantile behavior Bizarre, sophisticated or unusual sexual behavior or knowledge Poor peer relationships Delinquent or run away Reports sexual assault by caregiver

EMOTIONAL MALTREATMENT

Physical Indicators	Behavioral Indicators
Habit disorders (sucking, biting, rocking, etc.) Conduct disorders (antisocial, destructive, etc.) Neurotic traits (sleep disorders, speech disorders, inhibition of play)	Behavior extremes: <ul style="list-style-type: none"> • Compliant, passive • Aggressive, demanding Overly adoptive behavior: <ul style="list-style-type: none"> • Inappropriately adult • Inappropriately infantile

Diocese of Trenton



Appendix 5020: County Prosecutors' Offices

COUNTY PROSECUTORS' OFFICES

Burlington County

County Prosecutor
County Courts Facility
49 Rancocas Rd., P.O. Box 6000
Mt. Holly, NJ 08060

Phone: 609-265-5035

Fax: 609-265-5491

Mercer County

County Prosecutor
County Court House - 3rd Floor
209 S. Broad St., P.O. Box 8068
Trenton, NJ 08608

Phone: 609-989-6305

Fax: 609-989-0161

Monmouth County

County Prosecutor
East Wing, Court House - 3rd Floor
132 Jerseyville Ave.
Freehold, NJ 07728-1261

Phone: 732-431-7160

Fax: 732-409-3673

Ocean County

County Prosecutor
119 Hooper Ave., P.O. Box 2191
Toms River, NJ 08753

Phone: 732-929-2027

Fax: 732-506-5088

Diocese of Trenton



Appendix 5030: Code of Conduct

Clergy/Laity Code of Conduct

Our children are the most important gifts God has entrusted to us. As a volunteer/employee, I promise to strictly follow the rules and guidelines of this Code of Conduct as a condition of my providing service to the children, youth and vulnerable persons of ***The Diocese of Trenton***.

As ordained clergy or a volunteer/employee during the course of my ministry or employment, I will:

- Treat everyone including vulnerable adults (any person in a state of infirmity, physical or mental deficiency) with respect, loyalty, patience, integrity, courtesy, dignity, and consideration and will conduct myself and live a lifestyle which is in conformance with Catholic teachings.
- Avoid situations, when possible, where I am alone with children and/or youth at Church activities.
- Use positive reinforcement when working with children and/or youth.
- Refuse to personally accept expensive gifts from children and/or youth or their parents.
- Refrain from giving expensive gifts to children and/or youth.
- Refrain from acquiring, viewing or distributing child pornography.
- Report suspected abuse to the New Jersey Division of Child Protection and Permanency and inform the pastor, administrator, or appropriate supervisor. I understand that failure to report suspected abuse to civil authorities is, according to the law, a disorderly person offense.
- Cooperate fully in any investigation of abuse of children and/or youth.

As ordained clergy or a volunteer/employee during the course of my ministry or employment, I will not:

- Smoke or use tobacco or cannabis products in the presence of children and/or youth while performing assigned duties.
- Use, possess, or be under the influence of alcohol at any time in the presence of children and/or youth while performing assigned duties.
- Use, possess, or be under the influence of illegal drugs at any time in the presence of children and/or youth.
- Acquire, view or distribute pornography to children or youth.
- Attend ministry or employment obligations that would pose a serious health risk to children and/or youth (i.e., fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner. I will ensure that all physical contact is P.A.N. (public, appropriate & non-sexual)
- Use any discipline that frightens or humiliates children and/or youth. Discipline issues will be referred to the administrator or principal
- Use profanity in the presence of children and/or youth especially while performing assigned duties.

I understand that as a ordained clergy, volunteer or employee working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer or employee with children and/or youth.

Printed Name

Signature

Date



Appendix 5040: Guidelines for Internet and Electronic Communications

GUIDELINES FOR INTERNET AND ELECTRONIC COMMUNICATIONS

The Internet has become a global and ubiquitous reality. It offers access to a wealth of knowledge which can be extremely beneficial to students, teachers, adults, minors and anyone who seeks information. The Internet can also be dangerous. Because the Internet offers the opportunity for anonymity, there is the possibility for cyber bullying and other harmful acts for sexual predators to have access to minors.

It is important for teachers, catechists, administrators and other adults working in parishes/schools to maintain appropriate boundaries with respect to students. This is for the protection of students & adults. The internet and other electronic communications pose unique challenges in this regard.

Computer use, including use of non-parish/school equipment as well as outside use, can have harmful effects on students, teachers, catechists and the parish/school community. Any person who makes inappropriate use of the Internet, cell phones or other means of electronic communications that is deemed harmful to the good order and discipline of the parish/school, its religious mission or its educational objectives, is subject to disciplinary action.

This Document establishes guidelines for the appropriate and professional use of the Internet, electronic mail and telephone for adults working with minors.

Acceptable protocol includes the following:

- The use of virtual classrooms is for lessons being taught and appropriate content should only be discussed.
 - Adults must be aware and available during “class time”
- Adults should direct e-mail and telephone communications to parent or guardians. In the event that this is not possible, they should consult the Catechetical leader, Principal or his/her designee.
- E-mail communications should be sent through parish/school email account, if possible. If not the Catechetical leader//principal should be cc'd on each correspondence. Adults should remember to write as if others are certain to read what is written. E-mail communications can easily be shared with others for whom the communication was not intended.
- Only parish/school matters or matters appropriate to be discussed in parish/school settings should be communicated.
- In responding to student initiated communication, boundaries must be maintained. Adults can be friendly with students but they are never friends.

Unacceptable activities include but are not limited to the following:

- The virtual classroom should be free from personal conversations and comments.
- Bullying or harassing a student, parent, teacher, administrator, school/parish employee or other member of the parish community.
- Posting statements, pictures or other materials that are false, derogatory, defamatory, degrading, malicious, disrespectful, or threatening to a student, parent, teacher, administrator, parish/school employee or other member of the parish community.
- Using the parish/school logo or motto without written permission of the pastor/principal.
- Creating a website or webpage designed to look like an official parish/school posting without the written permission of the pastor/principal.
- Adults may not create a website or personal blog with the photos of students or links or gateways to students' webpages or blogs. Students should not be on adults “buddy lists”
- Adults should not instant or text message with students.

Signature

Date

Diocese of Trenton



Appendix 5050: Copyright Procedure

COPYRIGHT PROCEDURE

The use of music during liturgies and special prayer services is essential to prayer and catechesis. Words and music may not be reprinted from a textbook, songbook, video streaming and movies, etc. without the permission of a publisher. Reprinting music without the proper permission is both a legal and justice issue. A composer's and a publisher's right to income and recognition is violated by ignoring copyrights. Copyright violations open the parish to the possibility of a lawsuit. They aim at helping not only observance of the "law" in this area but also help be agents of justice.

Permission is obtained by writing, telephoning, or faxing the publisher. The publisher may or may not charge a fee for one-time usage. Permission may also be obtained for an annual license with unlimited usage.

When music is reprinted with permission the following process should be used:

- A. Only words and/or melody may be reprinted. No arrangements or chords may be included. Failure to comply with this term could cause a license to be terminated.
- B. Title of song and name of composer must be included above each song.
- C. Publishers prefer that credit be noted after each song as follows:
Copyright © (Date) by (Name & Address of Publisher). All rights reserved. Used with permission.
- D. If the publisher issues a license number, that license number must be printed.
- E. A copy of the program must be sent to the publisher for the files.
- F. Any additional guidelines of the publisher must be followed.
- G. Catechetical Leader's should take care that any material copied, scanned for emailing, or placed online has been thoroughly researched as to copyright.
- H. Religious Education Information Packets and/or Parent/Student Handbooks that contain unoriginal material, i.e. poems, song lyrics, prayers, etc., need to adhere to appropriate copyright permissions.

Some often-used publishing companies are:

G.I.A. Publications, Inc. 7404 South Mason Avenue Chicago, Illinois 60638 1-800-442-1358 1-708-496-3838 (fax)	OCP Publications Oregon Catholic Press 5536 NE Hassalo Portland, Oregon 97213 1-800-547-8992	CCLI Copyright License 17205 ES Mill Plain Blvd., STE 150 Vancouver, Washington 98683 (800-234-2446)
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