**Diocese of Green Bay**

**Faith Formation/Religious Education Accreditation Process**

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**March 2017**

®1342E

**FAITH FORMATION/RELIGIOUS EDUCATION ACCREDITATION PROCESS**

**Accreditation Preparation**

The diocesan official comes to the parish, explains the process, and assists in developing a plan and timeline with the parish team

A written request is made from the parish to the diocese to be accredited

The parish team begins a year-long process of working on the standards and quality indicators

The site visit dates are scheduled

The visiting team leader is in communication with the chair of the parish accreditation committee in order to make the visit(s) run smoothly, coordinate times, and locations.

The visiting team is assembled. The parish team sends their binder contents to the visiting team leader at least 2 weeks before the site visit.

An oral presentation is made to those in the parish on a separate night from the visit. The full written report is given to the parish leadership after the findings are shared with the diocesan religious education council. Final accreditation is given by the diocesan council after reviewing the findings of the visiting team.

Site visit is made by the visiting team.

**FAITH FORMATION/RELIGIOUS EDUCATION ACCREDITATION**

**STANDARDS AND QUALITY INDICATORS**

**CHECKLIST**

**Standard #1**

**Foundational Statements**

**A parish FF/RE (Faith Formation/ FF/RE) program has a written mission statement, vision statement, and a set of core values which have been developed in a collaborative fashion which direct the course of action of faith formation improvement.**

* + **One document stating:**
* **1.1 Mission Statement:** a formal summary of the aims and values of the parish program.
* **Observed in the handbook p. \_\_\_\_\_**
* **1.2 Vision Statement**: defines what your parish program will do and why it will exist tomorrow. It has defined goals and takes into account the current status of the program, and serves to point the direction of where the parish program wishes to go.
  + - **Observed in the handbook p. \_\_\_\_\_**
    - **1.3 List of Core Values**: Guiding principles that dictate behavior and action
      * Developed in a collaborative fashion
      * Consistent with the values, beliefs, and principles of the Catholic Church
      * Referred to when making decisions, policies and procedures
      * Published and communicated to all stakeholders
      * Reviewed annually by parish leadership and the board
* **Observed in the handbook p. \_\_\_\_\_**
* **Observed in Binder**
* **Template 1.1-3 Mission, Vision & Core Values [The template will also ask for page numbers where the mission, vision and core values are presented in your handbook.]**

**STANDARD #2**

**Communications, Marketing, and Public Relations**

**A parish RE/FF program communicates on a regular basis with the parish community as to its activities, achievements, goals, and plans.**

* **2.1 Periodic Newsletter** (electronic or printed)Newsletter includes reminders, parish events, family catechesis, and updates regarding the program. This can be an email newsletter or something that is printed for the parents.
  + **Observed in Binder**
* **Template 2.1 completed template**
* **One sample observed in the binder**
* **2.2 Policy Manual:** This can include a print out of the front page listing the diocesan policies found at <http://www.gbdioc.org/education-portal/catholic-schools/policies-and-guidelines.html>. Just a print of the front page is sufficient rather than printing all policies to ensure that the parish staff knows where to find diocesan policies.

**2.2a Diocesan Policy Manual:** Includes the policy of the Green Bay Diocese that are available on the diocesan website

* **Observed in the Binder:**
  + **Template 2.2 – completed template**
  + Print out the front page and place it in the binder to show that you have found its link.
  + **Observed during the On-Site Visitation**
  + Put **the link to the diocesan policies**  (shown above) in your **favorites** on your computer. (will be observed by the member of the visiting team.)

**2.2b** **Parish Program Manual:** These are parish policies or procedures that implement the diocesan policies or guidelines. This should include procedure in line with the diocesan policies or guidelines. Examples should include written detailed procedures: homeschooling, attendance/absence, cancellation, disciplinary actions, emergency and crisis plan, tuition (billing for late payment), etc.

* **Observed in the Binder:**
* **Template 2.2b regarding Parish Program Manual – complete template 2.2**
* **Copy of your Parish Program Manual should be included in the binder.**
* **2.3 Correspondence with catechists and families:** Catechists email reminders and updates, emails to parents reminding them of upcoming events and notes to keep them informed.
* **Observed in Binder**
* **One example of communication with catechists**
* **One example of communication with families**
* **If applicable, one example of communication with non-English speaking parents**
* **2.4 Website Link Given:** This is a special page in your parish website highlighting the FF/RE program.
* **Observed in the Binder:**
* **Template 2.4 fill in after discussion and assessment**
* **Website will be observed by the visiting team prior to parish visit**
* **2.5 Marketing brochures, letters, or posters:** This highlights ways in which you advertise the parish FF/RE program, allow parents to sign up, and market to families who are not in the program or those who don’t attend weekend Mass.
* **Observed in the Binder:**
* **Template 2.5 completed template after discussion and self-assessment**
* **ONE recent RE/YM brochure, letter or poster advertising your program** 
  + **2.6 Parent/Student Handbook**: The handbook is vital to the FF/RE program. This is the best concise communication to parents. This information is the essentials that parents can have at their fingertips throughout the year. Parent/Student Agreement is an agreement that the parents or parent and student sign in agreement with the policies and procedures of the program. (Therefore, handbook should include important parts listed below.)
* **Observed in Binder**
* **Template 2.6a Completed template after Handbook has been evaluated, updated and printed.**
* **Template 2.6b SAMPLE Parent/Student Handbook Agreement – complete this template or a similar one.** (The half sheet states that the parent has read and agrees to the handbook policies and procedures.) YES, an adapted form is acceptable.
  + - **Observe during the On-Site Visit** – file with the Parent/Student or Parent Agreement signed by all the families in the program.
* **ONE copy** of the **Parent/Student Handbook** should be put in the binder.

**PLEASE indicate on which pages the following can be found:**

* + - Cover Page with Parish name, address, website link, and phone number p. \_\_\_
    - Welcome from the parish/FF/RE [include parents are the primary educator of their children and the parish and FF/RE program are here to assist them in this responsibility] p. \_\_\_
    - Staff with title of their position p. \_\_\_
    - Catechists for each grade and phone number p. \_\_\_
    - Mission p. \_\_\_
    - Vision p. \_\_\_
    - Core values p. \_\_\_
    - **Policies or Parish FF/RE Procedures**
    - Diocesan curriculum instructional policy include 30-35 hours for each grade level p. \_\_\_
    - Procedure for Sacraments (explain it is a special time for the children, requirements for attending meetings) p. \_\_\_
    - Times and Dates of classes for the different levels (Grades 1-6, MS, HS) p. \_\_\_
    - Youth Ministry – explanation, when it meets, events, etc
    - Cancellation of Classes p. \_\_\_
    - Code of Conduct for Students (procedure for contacting parents p. \_\_\_
    - Discipline procedure p. \_\_\_
    - Procedure for student evaluation p. [Samples found in 2.6b, 2.6c]
    - Procedures, emergency/cancellation information, p. \_\_\_

(a sample progress report is provided template 2.6b)

* + - The tuition, billing and collection procedures, p.
* **2.7** **Communication with Parents regarding Student Progress**: Communicating periodically with parents on the progress of their child(ren) is essential. Ensuring parents that each child is valued and recognized can be expressed in several ways. Progress reports are one way to reach out to all parents.
* **Observed in Binder**
* [Please put the summary sheet and progress report used by the parish FF/RE in this binder.]

**\* Template 2.7a & 27b SAMPLE Summary Sheet for Progress Report and actual sample of a Progress Report** - student’s progress report each semester.

[These are **SAMPLES** – if different format at your parish then please place in the binder]

* + **Observe during the On-Site Visit** – progress reports on file that have been sent out this past year.

* **2.8 Parent and Family Catechesis**: The parish provides support to parents and families in living their faith. This may include
* discussion questions to talk over with their children every Wednesday,
* offering parent/student retreats,
* offering father/daughter, mother/daughter, father/son, or mother/son outings or retreats,
* saint books or inspirational books for parents sent home, prayer packet for each home is sent with each student,
* a print of the Holy Family is sent to each household with a prayer to consecrate the family
* a family service night is coordinated at the local food pantry or nursing home, etc.
* seasonal handouts for parents to utilize with their children [Thanksgiving, Advent, Christmas, Lent, Easter, Pentecost, etc.]
* **Observed in the Binder:**
* **Template 2.8 completed template after discussion and self-assessment**
* **One or two samples of activities involving parents observed in the binder**

* **2.9 Partnership with the Parish Catholic School or School System (Applicable ONLY to those with a corresponding Catholic school or local school system)**: The parish **FF/RE** program and Catholic day school/system work as partners in education. They share resources, space, teachers, in-service ideas and sessions, supplies, and work in collaboration with one another in educating each student in their parish.
* **Observed in the Binder:**
* **Template 2.9 completed template stating the collaborating that has been taking place with the Catholic School/School System (applicable ONLY to those with a corresponding Catholic School or local school system)**
* **One to two samples of activities involving partnership with day school students (such as youth trips, youth events, programs put on by the parish, etc)**

**STANDARD #3**

**Environment**

**A parish FF/RE program ensures a safe, faith filled learning environment.**

* **3.1 All RE personnel** paid/volunteer must have **completed the appropriate diocesan approved safe environment training (i.e. VIRTUS).** For the safety of the students all personnel/volunteers must have Virtus training, background checks and had read the Code of Conduct and signed the form from the diocese of Green Bay.
* **Observed in Binder**
* **Template 3.1 Complete the template with the information obtained from the parish LOSEC person**
  + **3.2 Registration/Emergency Cards:** Each student has his/her personal information (Name, parents, address, email, phone, age, food allergies) recorded at the parish including emergency information (Alternative contact if parents cannot be reached, medication information, insurance number) in case of an accident.
* **Observed in Binder**
* **Template 3.2 SAMPLE registration/emergency/media waiver form together in one form**
  + **Copy of an actual form that parents fill out for registration (includes special needs of the student)**
  + **Copy of an actual form that parents fill out for emergency**
* **Observed during the On-Site Visit**
  + **Observe personal information electronically or in a file cabinet in the director/coordinator’s office.**
  + **3.3 Annual Staff Orientation for paid staff and volunteers**: To ensure that the RE/YM staff and volunteers strive to be true disciples who evangelize, an annual orientation to begin the year is essential to set the tone.
* **Observed in Binder**

**The Agenda for the meeting that should include:**

* + Agenda for the opening orientation/meeting for catechists (Diocesan certification classes alone do not qualify as a staff orientation).
  + Emphasis on a personal prayer life and continued growth of the catechists own faith,
  + Catechetical certification,
  + Specific procedures for reporting child abuse and neglect in accordance with state law,
  + Textbook/resource information,
  + Classroom management
  + Procedures for FF/RE nights
  + Familiarizing the Catechists, aides, patrol people, and other volunteers with the Parent/Student Handbook
  + Form signed by the above that they each will read and agree to the Parent/Student Handbook
  + Catechist’s Agreement form – read and signed by each Catechist.
  + **3.4 Emergency /Crisis Procedures Posted:**  FF/RE program must have written procedures for emergencies such as tornadoes, fire, intruders, lock down, etc.

**3.4a Fire & Tornado Room Charts:** Each room must have fire and tornado instructions posted for the class to see (nearest exit, place to move for shelter in case of windows in the classroom). This also includes a lock down procedure in case of an emergency.

* + **Observed in Binder:**
  + **Template 3.4a revised/adapted map for your building (include a route for each classroom, solid route line for FIRE, a dashed line for TORNADO, red dot for exact position of fire extinguishers on that floor)**
  + **Observed during the On-Site Visit** (one fire/tornado exit chart for each room in the building – located near the doorway)

**3.4b Emergency Procedure Checklist**

* **Observed in Binder:** Checklist showing all the items included in the Emergency Response Procedure Manual
* **Template 3.4b – template completed**

**3.4c Emergency Response Procedure Manual:** Diocese of Green Bay has provided a form for easy implementation of these essential procedures to ensure the safety of all people. \*Contact your police department or a firefighter who will come assess your building procedure.

* + **Observed in Binder:**
  + **Template 3.4c – template completed**
  + **3.5 Positive Christian Classroom Management:** Classrooms are well run and maintained. Students respect the catechists and have a good learning environment. Quality learning is done because catechists are able to prioritize learning of content and discipleship rather than discipline.
  + **Observed during the On-Site Visit**

**STANDARD #4**

**Leadership and Governance**

**A parish FF/RE program operates under the leadership of the pastor or parish director, the guidance of a consultative body, and the leadership of an administrator.**

* **4.1 Organization Chart:** This outlines which individuals oversee the certain areas and staff members of the parish.
* **Observed in the Binder**
* **Template 4.1 Organizational Chart** (sample only – adjust to your parish situation)
* **4.2 Education Board/Education Committee**

(Parish should have at least one of the following: Total Catholic Education, FF/RE Board or FF/RE Committee, etc.)

* **Observed n Binder**
* **Template 4.2 Informational Data – completed template**
* **Copies of three recent meeting minutes** of your education board/education committee.
* **4.3 Job Descriptions:** Outlines the job description of **paid** employees and **volunteers.**

**Volunteer roles** such as: Hall monitors, office assistants, volunteer organizers (prayer checkers, organizes supplies and distributes supply boxes, etc. Job descriptions/outlines for volunteers give clarity to what is being asked of them).

* **Observed in the Binder : Job descriptions (ministry profile) for**
  + - RE administrator
    - Elementary Coordinator
    - MS Coordinator
    - HS Coordinator / Confirmation Coordinator (two if different people)
    - Administrative Assistant
    - Hall monitor’s responsibilities
    - Office Assistant during class times
    - Prayer checkers
    - Helpers who organize and distribute materials, supplies, and/or run of materials
    - OTHER:
* **4.4 Administrator’s Professional and Spiritual Development Plan:**

**4.4a The FF/RE administrator(s)/coordinator/youth minister** each has a professional and spiritual development plan which includes conferences, in-services, retreats, books, and enrichment opportunities that they will partake in to become a better person as well as a better parish leader in catechesis.

**4.4b Yearly Evaluation of the RE Administrator/ CRE/YM** assists in a conversation regarding the program strengths of its ministers. This evaluation assists in conversations needed to fulfill the mission, vision and core values of the RE/YM program.

* **Observed in Binder**
* **Template 4.4a Professional & Spiritual Development Plan – template completed**
* **Template 4.4b Evaluation of RE Administrator/RE Coordinator(s)/Youth Ministers – template completed**
* **4.5 Agreement of Catechists:** Expectations are clearly outlined and distributed to each catechist. Furthermore, each catechist is asked to sign a standard of conduct as well as a signed agreement that they will teach the truth of the Catholic faith well and without dissent. [See Standard 3.1 for chart concerning the signature of Code of Conduct]
* **Observed in Binder**
* **Template 4.5 Sample Catechist’s Agreement – revised for your parish RE program**
* **4.6 Priest/Pastoral Leader and Consecrated Person(s) Presence:** Pope Emeritus Benedict stated, “The lives and activity of priests need to be distinguished by a forceful witness to the Gospel.” Priests or pastoral leaders are powerful witnesses to Christ and are the face of the Church especially for young people. Note how often your parish priest(s) or pastoral leader come(s) into the classrooms or is present at the FF/RE nights through a narrative or explanation of your priest or pastoral leader’s presence in the lives of the youth of your parish.
* **Observe in Binder:**
* **Template 4.6 - completed template**
* **4.7 Staff Meetings on a Regular Basis (Agendas and Minutes):** The staff meetings demonstrate unity between the various entities of the parish. The entire parish works toward the education of children, thus, unity among parish staff is essential. A sampling of three staff meeting minutes would be sufficient.
* **Observed in Binder**
* **Template 4.7 - completed template**
* **Copies of minutes/notes from three recent parish staff meetings**
* **4.8 FF/RE Staff Meetings:**  the discipleship model needs to be observed in the FF/RE staff in the parish. Communication and cooperation are essential for a FF/RE program to be welcoming, compassionate and supporting the families and students.

* **Observed in Binder**
* **Temple 4.8 - completed template**

**STANDARD # 5**

**Budget and Finance**

**A parish FF/RE program operates with sufficient financial resources.**

* **5.1 FF/RE Budget:** Organizes income and expenses for the academic year. Valuable to keep a continuous record of each year’s income and expenses.
* **Observed in the Binder**
* **Template 5.1** **FF/RE Budget** - **Completed template** (adapted to your situation, but be specific or the data will not provide rationale for future needs in your program – request the spreadsheet document)This budget should have the most recent completed year. More than one year is best to view needs of the program.
* **5.2 Budget Rationale Statements:** This rationale statement is to assist in communicating the needs of your parish RE/YM programs. Where are certain resources being used and the reason this money is being allocated to certain areas in your program?
* **Observed in the Binder**
* **Template 5.2 - Completed template**
* **5.3 Lumen Christi Funds:** The Lumen Christi funds that are specifically designated for FF/RE are strictly for that purpose. The check stub and the rationale for how the funds are used are included in the binder. Please provide proof that Lumen Christi moneys are being used for the FF/RE program.
* **Observed in the Binder**
* **The check stub from the Lumen Christi fund**
* **The rationale** for how the funds are used are included in the binder.
* **5.4 Tuition Billings and collections policy and procedures:**

Explanation of procedure your parish takes for tuition dues, billing, and collecting from parents who have not paid their tuition.

* **Observe in Binder:**
* **Template 5.4 - completed template** (Please explain how this is being done and how often).
* Give **sample** of the billing letter, etc. that is sent to families.
* **5.5 Third Source Funding (i.e. St. Vincent de Paul, Knights of Columbus, Men’s Club, Women’s Club, Major Fundraising Event, Annual Fund Drive, etc.)**
* **Observed in the Binder**
* **Template 5.4 Completed template**
* **5.6 Planned Giving Program:** Gifts made to the FF/RE program as a part of the donor’s overallfinancial/estate planning.
* **Observed in the Binder – brochure or letter for people to consider planned giving**
* **5.7 Endowment Program:** Financial asset donation in the form of investment funds or otherproperty at the request of the donor.Has a discussion taken place to consider an Endowment Fund? If this has been considered please indicate it in the binder.
* **Observed in the Binder**

**STANDARD #6**

**Human Resources**

**A parish FF/RE program operates with sufficient human resources.**

* **6.1 List of Catechist names and their corresponding student numbers per grade level. Catechist to student ratio calculated next to each grade level.**
* **Observed in Binder**
* **Template 6.1 - completed template**
* **6.2 Catechists in-services:** Fliers, emails, or posters promoting in-services for the catechists are included in the binder. This may include at least one retreat, diocesan or national conference, day or weekend in-service providing resources, training, and spiritual renewal for the catechists.
* **Observed in the Binder**
* **Calendar of In-services for Catechists at the parish**
* **State which retreats, diocesan events or conferences are promoted for your Catechists**
* **6.3 Adequate number of volunteers who assist with being hall monitors, assist with the memorization of prayers for students, and other needed tasks**
* **Observed during the On-Site Visit**

**STANDARD # 7**

**Plant and Facilities**

**A parish FF/RE program operates with sufficient physical resources.**

* **7.1 Map of the building:** The parish meets the fire code standards and has adequate space for each class to concentrate and learn.
* **Observed in the Binder**
* **A map of the building** [showing all floors and buildings being used]
* **7.2 Uplifting and Holy Environment:** The building assists in lifting the minds and hearts of children and teens to God (posters, statues, crucifix, Bible/saint quotes).
* **Observed during the On-Site Visit**
* **7.3 Office Space:** The parish FF/RE employee(s) has/have an adequate space to work including a working computer with access to internet, office supplies, desk, and a good working area. This space is contingent on full or part time employment and may look different for those who work in the office or work from home.
* **Observed during the On-Site Visit**

**STANDARD #8**

**Religion Certification**

**A parish FF/RE ensures that its catechists obtain the proper (arch)diocesan approved religion certification.**

* **8.1 Catechetical administrator’s, coordinator’s and youth minister’s religion certification documents:** The individual letters which are received upon a FF/RE leader and/or catechist’s completion of a class are kept on file. This also includes ongoing formation as required by the diocese of Green Bay.
* **Observed in Binder**
* **Template 8.1 completed template**
* **Observed during the On-Site Visit**
* **File for each catechetical administrator and coordinator(s) and youth minister** in which certification letters of completion and certificates are located.
* **8.2 List of catechists showing their current religion certification**: A spreadsheet of the catechists’ names and certification classes completed is included in the binder.
* **Observed in binder**
* **Template 8.2 Catechists Certification - completed template**
* **Observed during the On-Site Visit**
* **File for each catechist and catechist’s aide** in which certification letters of completion and certificates are located.

**STANDARD #9**

**Curriculum, Instruction and Student Assessment**

**A parish FF/RE program utilizes the diocesan approved religion curriculum and texts, utilizes the ACRE assessment, and utilizes a variety of catechetical strategies.**

* **9.1 Instructional Hours –** The appropriate number of instructional hours are followed according to the Diocesan policy (30-35 instructional hours per year). This is demonstrated by presenting a calendar of class periods throughout the year.
* **Observed in Binder**
* **Template 9.1 - completed template**
* **9.2 Curriculum guide – compliance with USCCB and diocesan curriculum frameworks:**

This includes:

A map of each grade level outlining which themes and vocabulary will be taught each week or month per grade level. The curriculum is age-appropriate, challenging, relevant, and shows ways to integrate faith into the life of each student. Though a huge endeavor it gives focus to each grade level provides supplementary materials where it is needed.

Catholic prayers are being emphasized in which children memorize, and understand the meaning of the prayers. These prayers for each grade are outlined in the curriculum guide.

A safe environment lesson is being taught to each grade level during one class period per year. Safe Environment Outline is provided for each grade (topics covered).

**Quick Reference: Diocese of Green Bay – Religion Standard and Benchmarks [2016]** can be found at <http://www.gbdioc.org/images/stories/Resource_Site/Education/Documents/ReligionStandardsBenchmarks2016.pdf>

* **Observed in Binder**
* **Template 9.2a Curriculum Mapping - completed template for each grade level**

(Curriculum map of each grade level observed in binder – maps out what each grade is doing for the year)

* **Template 9.2b Catholic Prayers (Card/sheet of Catholic prayers)**

(Individual card for each student with the prayers they have learned are indicated and some Catholic traditions are familiarized)

* **Template 9.2c Safe Environment outline - completed template**

USCCB Requirement for FF/RE: One whole class must be devoted to Safe Environment each year. Safe Environment Department does contact parish for date of class for each grade.

* **Safe Environment lesson plans (3 plans) observed in binder**
* **Observed during the On-Site Visit**
* Visiting Team member will ask to see the **prayer cards** of a few students of different grade levels that are in process for the academic year.
* **9.3 Textbook List & Supplementary Materials – compliance with USCCB and (arch)diocesan list of approved texts:** At the minimum, each catechist is to be given a textbook. Ideally, each student will have a textbook. The textbook is clearly used to provide the structure of the class’s content and information (although not the only resource that can or should be used).
* **Observed in Binder**
* **Template 9.3 Textbook List & Supplementary Materials - completed template**
* **9.4 On-line curriculum resources list:** This includes a print out of the home page of the diocesan resource list ([www.gbdyouthalive.weebly.com](http://www.gbdyouthalive.weebly.com)) as well as any other online resources that the DRE might frequent (online textbook resources, other school/parish resources, etc)
* **Observed in Binder**
* **Template 9.4 – complete template**
* **9.5 ACRE assessment results (aggregate, not individual student; yearly comparison)**
* **Observed in Binder**
* **Template 9.5 ACRE assessment results - completed template (from 2014 – if version 2013 - or from 2015 to the most recent assessment)**
* **9.6 Catechist lesson plans showing evidence of a variety of instructional strategies (lecture, kinesthetic activities, discussion, questions, critical thinking, reading, etc):**
* **Observed in Binder**
* **3 lesson plans (one from 3 different catechists)**
* **Observed during the On-Site Visit**
* **9.7 Catechist Observation/ Catechist’s Self Evaluation:** Catechists are observed in their classrooms at least once a year by the FF/RE coordinator or director. Their strengths are highlighted and suggestions for improvement are given after the observation. At least 2 observation sheets are included in the binder.

**\*** [**Standard 9.7d** Role of a Catechist **Resource** only to facilitate for dialogue with Catechist]

* **Observed in Binder**
* **Template 9.7a Catechist Observation Chart – completed template**
* **Template 9.7b Catechist Observation – Evaluation Form** (or another evaluation form that has been used.)

\* (Two **actual observations** of a catechist – one for two different Catechists - filled in and **signed** **by Catechist and RE** **Admin**. The rest will be observed in file during onsite visit)

* **Template 9.7c Catechist Self-Evaluation**

\* (Two **actual self-evaluations** of catechist – one for two different Catechists - **filled in and signed by Catechist and RE Admin**. The rest will be observed in file during onsite visit)

* **Observed in Office Files during Onsite Visit**

(View each catechist’s Individual files with catechist’s observations and evaluations)

* **9.8a & 9.8b First Reconciliation and First Eucharist:**

Both sacraments occur in second grade – reconciliation first followed by first Eucharist.

**The diocese recommends** that a retreat be given for at least one of the sacraments during that year. This is observed by the second grade curriculum guide and an outline of a retreat.

* **Observed in Binder**
* **Template 9.8a First Reconciliation - complete template**
* **Template 9.8b First Eucharist & Retreat – complete template**
* **9.9 Confirmation:**

Confirmation classes are **separate** from the junior year curriculum per the Bishop and must be at **least 12 hours of additional instructional time**.

The content must be age appropriate, intellectually challenging, and **guide youth to become disciples** who integrate Christ into every aspect of their life.

In addition, **Confirmation students must be offered a retreat** (**at least 6 hours**) which **is not included in the 12 hours of instruction**.

* **Observed in Binder**
* **Template 9.9 Confirmation Immediate Preparation (at least 12 hours separate from regular Junior classes, and a retreat) and Confirmation Retreat outline - template completed**
* **Provide** three lesson plans from the confirmation curriculum

**STANDARD #10**

**Materials, Resources, and Technology**

**A FF/RE program utilizes materials and resources that enhance the catechetical experience including the use of technology.**

* **10.1 Computers and LCD projectors:** Technology is made available for all catechists to use and is used appropriately to enhance the lesson.
* **Observed in Binder**
* **Template 10.1 Technology & Equipment – template completed**
* **Observed during the site visit**

(Visiting Team will ask if catechists have access to technology, internet, etc.)

* **10.2 Supplies:** Classrooms have adequate supplies needed for a catechist to teach effectively and a student to learn (paper and writing utensils, chalk/white board if needed, appropriate place to sit, other learning materials)
* **Observed during the site visit**
* **10.3 Instructional Resources:** Appropriate resources are provided to the catechists and students when it comes to instruction. (the Bible, Catechisms, YouCat (Youth Catechism), Instructional DVD’s such as the T3 Timeline, Theology of the Body, or the Encounter Series, audio clips to assist in memorization, etc.)
* **Observed in Binder**
* **Template 10.3 Instructional Resource – template completed**
* **Observed resource material during the site visit**

**STANDARD #11**

**GROWTH IN FAITH SUPPORT**

**A parish FF/RE program supports the intellectual, social, emotional, and spiritual growth of the learner so that each learner comes to a deeper knowledge of the Catholic faith.**

* **11.1 Service projects:** Include a flier, photo, or a permission form from the various events
* **Observed in Binder**
* **Template 11.1 Service Projects – template completed**
* **Just one flier or poster of one single project (not all of the projects)**

* **11.2 Catechetical/youth ministry events (i.e. Steubenville, Mission Trip, March for Life, GBYC, NCYC, parish based events fostering an encounter with Christ):** Include a flier, photo, or a permission form from the various events
* **Observed in Binder**
* **Template 11.2 Catechetical/Youth Events –** template completed
* **11.3 Retreats (at minimum, a Confirmation retreat, but recommended is a retreat for sacramental preparation years, middle school, and high school years):** Retreats can be based in the parish, diocese, or outside of the diocese and should be Christ centered including the sacraments (Mass and reconciliation if possible) and involving evangelization and catechesis allowing students an opportunity for authentic encounters with Christ.
* **Observed in Binder**
* **Template 11.3 Retreats for Students**

* + **11.4** **Prayer Opportunities: Mass, Reconciliation, Eucharistic Adoration, Rosary, Lectio Divina, Liturgy of the Hours, Silent Time, etc.:** This could be demonstrated by highlighting various parts of lesson plans which include teaching and practicing these types of prayers.
* **Observed in Binder**
* **Template 11.4 Prayer Opportunities – template completed**

* **11.5 Post Confirmation Discipleship**: Students who are Confirmed are given the opportunity to become disciples, that is to “give off the aroma of Christ” (2 Corinthians 2:15). It is not simply a graduation from the program, but “renders our bond to the Church more perfect” (CCC 1303). The post-Confirmation journey is necessary in a student’s own development. High school faith sharing groups, discipleship groups by gender, Bible studies, pilgrimages, service opportunities, liturgical roles, and development of a high school core team can help contribute to the ongoing formation of the youth.
* **Observed in Binder**
* **Template 11.5 Post-Confirmation Discipleship – template completed**
* **11.6 Profile of a High School Senior:** At the end of the parish program when a student is a senior, the parish shows that these students are authentic disciples with a personal relationship with Jesus Christ striving for holiness. The parish has a profile of what that student looks like after spending over 11-12 years in their program. These can be characteristics of the student that demonstrates their commitment to Christ and his Church through their prayer life, witness, knowledge, and willingness to continue learning in their faith.
* **Observed in Binder**
* **Template 11.6 Profile of a High School Senior – template completed**

**STANDARD #12**

**LONG RANGE PLANNING**

**A parish FF/RE program develops, implements, and evaluates on a regular basis a long range strategic or faith formation improvement plan utilized to improve and strengthen the program.**

* **12.1 Strategic plan: Faith Formation/Religious Education improvement plan is a** **document** stating concrete priorities/goals your program wishes to accomplish in the next 3-5 years. Completing the template provided ensures the necessary artifacts and metrics evidence what its implementation.

**This Strategic Plan includes:**

* Title page: name of parish, range of the strategic plan (ex. 2018-2021)
* Overview of your program
* Catechetical Mission Statement
* Catechetical Vision Statement
* List of Priority and Goals (Program, Prayer & Spiritual Growth, People, Price, etc.
* Each Priority/Goal stated clearly
* Procedure to achieve the priority/goal: step, **metric**, human resources financial resources and **timeline** (see template 12)
* List of FF/RE Operational Plan for goals that are ongoing.
* Plan to evaluation the process of the strategic plan
* **Observed in Binder**
* **Template 12 – Sample of a Strategic Plan – template adapted to your parish RE program - completed**
* **12.2 Board Meeting minutes showing evidence of plan oversight:** Which meetings was the board able to approve the strategic plan?
* **Observed in Binder (Board minutes in which gives evidence that the Board approved the strategic plan)**
* **12.3 Annual Plan progress reports to the parish community:** This could include bulletin inserts, board of education reports, and parish council reports which demonstrate quality communication with the **larger parish community**.

* **Observed in Binder**