

SECTION 5

SAMPLES/APPENDICES

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**CONSENT AND RELEASE FORM
FOR CHILD'S PARTICIPATION IN PROGRAM, EVENTS AND ACTIVITIES**

Child's name

Parent's name

Street Address

Street Address

City/Town, State, Zip Code

City/Town, State, Zip Code

Telephone No.

Telephone No.

We hereby request that the above-named Child be allowed to participate in the following program: _____ and any other activities or events incidental to, associated with, or sponsored by said program, including transportation to and from such program, event or activity. The above-named Parent represents that he/she is the person with legal custody of the above-named Child. Parent and Child each hereby agrees to abide by all rules, regulations and requirements pertaining to the Child's participation.

In consideration of the Child being allowed to participate in this program, the undersigned Parent and Child, for themselves and for their heirs, representatives and assigns, do forever RELEASE, ACQUIT, DISCHARGE and COVENANT TO HOLD HARMLESS the Roman Catholic Bishop of Springfield, a corporation sole, the school, parish or other organization sponsoring the program, events or activities, _____, their respective agents, servants, employees and representatives, and the advisers, coaches, teachers, assistants, supervisors, helpers, volunteers and any and all others who may be involved in the organization, supervision or conduct of such extracurricular activities, from any and all actions, causes of action, claims, suits and demands, on account of or in any way growing out of, directly or indirectly, all known and unknown bodily injuries, personal injuries and property damage which the Child, Parent or other family members may suffer as a result of or in connection with the Child's participation in said program, events or activities.

THIS IS A RELEASE OF RIGHTS - READ CAREFULLY BEFORE SIGNING

Date

Child's signature

Parent's signature

ASSESSMENT FOR A PARISH CATECHETICAL PROGRAM

Please check all that applies to your program.

Adult Education

- Adult education is offered on a systematic basis.
- A variety of adult catechetical programs are offered each year.
- Programs for adults are implemented in light of adult education principles.
- The parish has a library of adult materials to borrow.

Catechesis of Children and Youth

- Texts used are those in keeping with the *Diocesan Policy Relative to Catechetical Texts*.
- Children and youth have their own texts in which they can write, take home and keep.
- Supplementary resources connected to the text are available to catechists.
- Audio visual resources are used appropriately and effectively.
- Other supplies are available to catechists.
- Scheduling takes place according to "A Planning Checklist" in the Scheduling section of this handbook.
- Communication with parents/guardians takes place on a regular basis.
- Catechetical activities take place in a welcoming and comfortable environment.
- Regular learning groups have no more than 12 participants.
- The program is adaptable to people with special needs.

Supportive Programs Offered

- Retreat/Prayer opportunities
- Liturgies
- Intergenerational programs
- Service projects
- Vacation Bible School or other summer activities
- Programs such as youth ministry and family gatherings integrated with religious education.

Sacramental Preparation Programs

- Sacramental preparation uses texts designed specifically for that purpose.
- Immediate sacramental preparation takes place in the parish for all children, including Catholic school children.
- Parent/Guardian meetings are held for sacramental preparation - Eucharist, Penance, Confirmation.

Other Elements of the Program

- The catechetical program has a specific and adequate budget.
- The program is coordinated by a trained, certified catechetical leader.
- Catechists are adequately trained.
 - All have taken *Teaching Religion Effectively* or its equivalent.
 - All have some formal theological education (through Diocesan Lay Ministry Formation Programs or parish adult education).
- Regular catechist meetings are held.
- At all age levels, the program integrates
 - Word (message)
 - Worship
 - Service
 - Community.
- The *Rite of Christian Initiation of Adults* is implemented according to diocesan guidelines and recommendations.

SAMPLE CATECHIST APPLICATION FORM

Name _____

Address _____

Phone:

(Day) _____ (Evening) _____

Other activities in which you are currently involved (work/volunteer)

Previous catechetical experience (grade/age level and parish)

Catechetical training or workshops attended

Availability: Days	Morning	Afternoon	Evening

Special interests/skills

Sample Job Description

Director of Religious Education

1. Initiate, organize, and implement programs designed to meet the religious education needs of the total parish, e.g.:
 - a. develop educational programs for adults and children
 - b. develop sacramental programs
 - c. coordinate (or work with the Parish RCIA Team toward) the implementation of RCIA
 - d. recruit and train or provide for the training of volunteers to implement all catechetical programs
 - e. provide programs for support and spiritual growth for those involved in parish religious education
 - f. prepare schedules and communicate these schedules to appropriate individuals and groups
 - g. maintain appropriate records of programs and their participants
 - h. select appropriate educational resources
2. Maintain familiarity with educational resources such as:
 - a. programs and/or texts
 - b. audio visual materials
 - c. supplementary materials needed for effective implementation of catechesis
3. Maintain familiarity with official catechetical documents of the Church.
4. Prepare the budget for religious education.
5. Communicate and cooperate with the pastor and parish organizations which include:
 - a. meeting on a regular basis with the pastor and parish staff
 - b. attending all meetings of the Parish Religious Education Commission and/or Board
 - c. attending all meetings of the Parish Pastoral Council
 - d. convening the Religious Education Executive Board and
 - e. communicating with the parish community
6. Organize and maintain an efficient office, which is accessible and responsive to the needs of parishioners.
7. Evaluate existing programs and make recommendations for revision or expansion of programs.
8. Prepare an annual report for the Parish Religious Education Board and/or Parish Pastoral Council or Education Commission.
9. Participate in ongoing professional development through reading and participation in workshops, seminars, and catechetical institutes.
10. Understand diocesan policies in order to develop parish policies, which are consistent with diocesan policies.

Coordinator of Religious Education

1. Organize and implement part or all of the catechetical programs of the parish (as determined by agreement with the coordinator and the pastor or staff), e.g.:
 - a. recruit and provide for the training of volunteers who assist in the program
 - b. provide regular meetings for catechists for support and formation
 - c. recommend to the parish director of religious education (or pastor) tests, programs, audio-visual materials and appropriate supplies to be used in the program
 - d. prepare schedules and communicate them to appropriate individuals and groups
 - e. maintain records of programs and participants
 - f. prepare (or collaborate in the preparation of) the catechetical budget
2. Communicate and cooperate with the pastor, the parish director of religious education and parish organizations to include:
 - a. meeting with the pastor (and director) and staff on a regular basis
 - b. participating in all meetings of the Parish Religious Education Commission
 - c. convening the Parish Board of Religious Education
 - d. participating in all Parish Pastoral Council meetings
 - e. communicating with the parish community
3. Maintain an efficient office that is accessible and responsive to the needs of parishioners.
4. Evaluate all programs relevant to the specific area of responsibility assumed and make recommendations for revision and/or expansion of programs.
5. Prepare and present an annual report to the Parish Board of Religious Education and/or Commission
6. Maintain familiarity with diocesan policies relevant to the specific area of responsibility assumed.
7. Participate in ongoing formation through reading and attendance at catechetical workshops, seminars and institutes.

Administrator of Religious Education

1. Organize a particular segment of the religious education program in cooperation with the pastor (and/or the coordinator or director of religious education) to include:
 - a. scheduling catechetical sessions and communicating that schedule to appropriate individuals and groups
 - b. recruiting volunteers and seeing to their training and formation
 - c. maintaining a supply of resources for catechists
 - d. seeing that appropriate records are maintained
2. Cooperate and communicate with the pastor and appropriate groups to include:
 - a. meeting regularly with the pastor
 - b. participating in Parish Religious Education Board and/or Commission meetings
3. Participate in training and formation for catechetical ministry.

MINISTRY ANALYSIS WORKSHEET

See separate file

Massachusetts General Law, Chapter 119

Section 51A

Mandated Reporters

Any physician, medical intern, hospital personnel engaged in the examination, care or treatment of persons, medical examiner, psychologist, emergency medical technician, dentist, nurse, chiropractor, optometrist, podiatrist, osteopath, public or private school teacher, educational administrator, guidance or family counselor, day care worker, or any person paid to care for or work with a child in any public or private facility, or home or program funded by the Commonwealth or licensed pursuant to the provisions of chapter 28A, which provides day care or residential services to children or which provides the services of child care resource or referral agencies, voucher management agencies, family day care systems and child care food programs, probation officer, clerk/magistrate of the district courts, parole officer, social worker, foster parent, firefighter or police officer, Office for Child Care Services licenser, school attendance officer, allied mental health and human services professional as licensed pursuant to the provisions of section 165 of chapter 112, drug and alcoholism counselor, psychiatrist, and clinical social worker, who in his professional capacity shall have reasonable cause to believe that child under the age of 18 years is suffering physical or emotional injury resulting from abuse inflicted upon him which causes harm or substantial risk of harm to the child's health or welfare including sexual abuse, or from neglect, including malnutrition or who is determined to be physically dependent upon an addictive drug at birth, shall immediately report such condition to the Department by oral communication and by making a written report within 48 hours after such oral communication; provided, however, that whenever such person so required to report is a member of the staff of a medical or other public or private institution, school or facility, he shall immediately either notify the Department or notify the person in charge of such institution, school or facility, or that person's designated agent, whereupon such person in charge or his said agent shall then become responsible to make the report in the manner required by this section. Any such hospital personnel preparing such report, may take or cause to be taken, photographs of the areas of trauma visible on a child who is the subject of such report without the consent of the child's parents or guardians. All such photograph or copies thereof shall be sent to the Department together with such report. Any such person so required to make such oral and written reports who fails to do so shall be punished by a fine of not more than one thousand dollars. Any person who knowingly files a report of child abuse that is frivolous shall be punished by a fine of not more that one thousand dollars.

Information contained in reports

Said reports shall contain the names and addresses of the child and his parents or other person responsible for his care, if known; the child's age; the child's sex; the nature and extent of the child's injuries, abuse, maltreatment, or neglect, including any evidence of prior injuries, abuse, maltreatment or neglect; the circumstances under which the person required to report first became aware of child's injuries, abuse, maltreatment or neglect; whatever action, if any, was taken to treat, shelter, or otherwise assist the child; the name of the person or persons making such report; and any other information which the person reporting believes might be helpful in establishing the cause of the injuries; the identity of the person or persons responsible therefore; and such other information as shall be required by the Department.

Death of a child

Any person required to report under this section who has reasonable cause to believe that a child has died as a result of any of the conditions listed in said paragraph shall report said death to the Department and to the District Attorney for the county in which such death occurred and to the medical examiners as required by section six of Chapter 38. Any such person who fails to make such a report shall be punished by a fine of not more than one thousand dollars.

Any person may report, Immunity

In addition to those persons required to report pursuant to this section, any other person may make such a report if any such person has reasonable cause to believe that a child is suffering from or has died as a result of such abuse or neglect. No person so required to report shall be liable in any civil or criminal action by reason of such report. No other person making such report shall be liable in any civil or criminal action by reason of such report if it was made in good faith; provided, how-ever, that such person did not perpetrate or inflict said abuse or cause said neglect. Any person making such report who, in the determination of the Department or the District Attorney may have perpetrated or inflicted said abuse or caused said neglect, may be liable in a civil or criminal action.

Retaliation against reporters; Liability

No employer of those persons required to report pursuant to this section shall discharge, or in any manner, discriminate or retaliate against any person who in good faith makes such a report, testifies or is about to testify in any proceeding involving child abuse or neglect. Any such employer who discharges, discriminates or retaliates against such a person shall be liable to such person for treble damages, costs and attorney's fees.

Notice of DSS' determination

Within 60 days of the receipt of a report by the Department from any person required to report, the Department shall notify such person, in writing, of its determination of the nature, extent and cause or causes of the injuries to the child, and the social services that the Department intends to provide to the child or his family.

Privileged communications

Any privilege established by sections 135A and 135B or Chapter 112 or by section 20B of Chapter 233, relating to confidential communications shall not prohibit the filing of a report pursuant to the provisions of this section or the provisions of section 24.

Publishers' Addresses

American Bible Society, 1865 Broadway, New York, NY 10023
Tel: 800-322-4253
Fax: 212-408-8765

Web: <http://www.americanbible.org>

Ave Maria Press; PO Box 428, Notre Dame, IN 46556-0428

Tel: 800-282-1865

Fax: 800-282-5681

E-mail: avemariapress.1@nd.edu

Benziger, Glencoe/McGraw-Hill; 15808 Breckenridge Pkwy., Suite A, Tampa, FL 33610

Tel: 800-257-5755

Web: www.glencoe.com

Center for Learning, The; Box 910, Villa Maria, PA 16155-0910

Tel: 800-767-9090 (operator 38)

Fax: 888-767-8080

Web: www.centerforlearning.org/religion.htm

Center for Ministry Development; PO Box 699, Naugatuck, CT 06770

Tel: 203-723-1622 / 888-723-2433

Web: www.Cmonline.com/cmd/home.htm

Channing L. Bete Co., Inc.; 200 State Rd., South Deerfield, MA 01373-0200

Tel: 800-628-7733

Fax: 800-499-6464

Communication Center, The; 237 North Michigan St., Smith Bend, IN 46601

Tel: 800-348-2227

Fax: 219-289-3316

E-mail: service@com-ctr.com

CrossRoad Publishing Co.; 370 Lexington Ave., New York, NY 01007

Tel: 800-462-6420

Fax: 800-338-4550

Family Rosary; 4 Pine West Plaza, Albany, NY 12205

Tel: 800-299-7729

Fax: 518-452-3956

Web: www.familyrosary.org

GIA Publications, Inc.; 7404 South Mason Ave., Chicago, IL 60638-9927

Tel: 800-442-1358 / 708-496-3800

Fax: 708-496-3828

Web: www.giamusic.com

Good Ground Press; 1884 Randolph Ave., St. Paul, MN 55105

Tel: 612-690-7000

Harcourt Religion Publishers; 1665 Embassy West Dr., Suite 200, Dubuque, IA 52002-2259

Tel: 800-922-7696

Fax: 319-557-3719

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Web: www.pflaum.com

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Fax: 708-671-5715

Liguori Publications; 1 Liguori Dr., Liguori, MO 63057-9999

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Fax: 800-325-9526

Web: www.liguori.org

Little Rock Scripture Scripture Study; A partnership of the Diocese of Little Rock, Arkansas and The Liturgical Press.

Tel: 501-664-6102 (program information)

800-858-5434 (orders)

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E-mail: sales@litpress.org

Web: www.littlerockscripture.org

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612-363-2213

Fax: 800-445-5899

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Liturgy Training Publications (LTP); 1800 North Hermitate Ave., Chicago, IL 60622-1101

Tel: 800-933-1800

Fax: 800-933-7094

Web: www.LTP.org

Living the Good News, Inc.; 600 Grant St., Suite 400, Denver, CO 80203

Tel: 800-824-1813

Fax: 717-541-8128

Loyola Press; 3441 North Ashland Ave., Chicago, IL 60657

Tel: 800-621-1008

Fax: 773-281-0555

National Catholic Reporter Publishing Co., The; Office of Publication, 115 E. Armour Blvd., Kansas City, MO 64111-6493

Tel: 816-531-0538

National Conference of Catechetical Leadership; 3021 Fourth St. NE, Washington, DC 20017-1102

Tel: 202-636-3826

Fax: 202-832-2712

E-mail: nccl@nccl.org

Web: www.nccl.org

National Conference of Catholic Bishops/United States Catholic Conference, Publishing Services; 3211 Fourth St., NE 20017-1194

Tel: 800-235-8722

Fax: 202-722-8709

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Web: www.nccbuscc.org/opps/catalog.htm

National Federation of Catholic Youth Ministry;

Web: www.nfcym.org

North American Forum on the Catechumenate; 3033 Fourth Street NE, Washington, D.C. 20017

Tel: 202-529-9493

Fax: 202-529-9497

E-mail: info@naforum.org

Web: www.naforum.org

Oregon Catholic Press (OCP); 5536 NE Hassalo, Portland, OR 97213

Tel: 800-548-8749

Fax: 800-462-7329

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Web: www.osv.com

Oxford University Press; 198 Madison Ave., New York, NY 10016

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Pauline Book & Media; Daughters of St. Paul, 50 St. Paul's Ave., Boston, MA 02130

Tel: 800-876-4463

Fax: 617-524-8035

Web: www.pauline.org

Paulist National Catholic Evangelization Association; 3031 Fourth St. N.E., Washington DC 20017

Tel: 202-832-5022

Paulist Press; 997 MacArthur Blvd., Mahwah, NJ 07430

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Fax: 800-836-3161

Web: www.paulistpress.com

Resources For Christian Living (RCL); PO Box 7000, Allen, TX 75013-9811

Tel: 800-822-6701

Fax: 800-688-8356

Web: www.RCLweb.com

Resource Publications, Inc.; 160 E. Virginia St., #290, San Jose, CA 95112-5876

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Fax: 212-321-6080
Web: www.sadlier.com

St. Anthony Messenger Press; 1615 Republic St., Cincinnati, OH 45210
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Fax: 419-281-6883
Web: www.bookmasters.com/sheed

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Videos with Values; PO Box 3470, St. Louis, MO 63143
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Web: www.videoswithvalues.org

Vision Video; PO Box 540, Worcester, PA 19490-0540
Tel: 800-523-0226
Fax: 610-584-6643
Web: www.catholicvideo.com

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Evangelization

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The New Jerome Biblical Commentary Prentice Hall, 1990.

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A Concise Dictionary of Theology Gerald O'Collins, SJ & Edward fFarraguia, SJ., eds. Paulist Press, 2000.

The HarperCollins Encyclopedia of Catholicism Richard McBrien, ed. Harper Collins, 1995.

Our Sunday Visitor's Catholic Encyclopedia, revised Peter Stravinskis, ed. Our Sunday Visitor