



## Office of Faith Formation • Diocese of Providence

discovercatholicfaith.org | 401.278.4646

Welcome!

The ministry of evangelization and faith formation is exhilarating and life giving yet challenging. Sharing the Catholic Faith is a labor of love and requires a deep commitment. We hope the information and resources provided here will help you in your mission to serve Jesus Christ and His Church. Our office is here to support, encourage, and prepare you in service to your parish and ministry. Let us support one another through prayer, new ideas, and collaborative catechesis as we participate in the New Evangelization.

If you have any questions about any of these forms, or about any paperwork or procedure, please contact Edward Trendowski, Director of the Office of Faith Formation by email, [etrendowski@dioceseofprovidence.org](mailto:etrendowski@dioceseofprovidence.org), or by phone. We can also setup a time to visit your parish to discuss your catechetical vision for the lifelong catechesis in your parish.

### **INFORMATION AND FORMS FOR CATECHETICAL LEADERS**

#### **Intranet**

Many of the forms you will need for your role as Catechetical Leader can be found on the Diocesan Intranet. For access to the intranet, please email [webmaster@dioceseofprovidence.org](mailto:webmaster@dioceseofprovidence.org). Please see printout for more details on accessing the Diocesan Intranet ([www.dop-employeesite.org](http://www.dop-employeesite.org)).

#### **Guidelines for Parish Religious Education and Faith Formation Programs of the Diocese of Providence**

The Guidelines and procedures outlined in this manual are intended to help ensure that parish religious education and faith formation programs in the Diocese of Providence consistently promote the Catholic Faith, high standards of professional competence, fair and just labor practices, and safe environments for learning and employment. These guidelines will be administered by the pastor at the local level. It is expected that when a parish publishes guidelines they will be consistent with the guidelines contained within this manual.

#### **Catechetical Leader Certification**

“There is an expectation that parish catechetical leaders will pursue and obtain Diocesan Catechetical Leader Certification” (*Guidelines for Parish Religious Education and Faith Formation Programs of the Diocese of Providence* 3.9, hereafter *Guidelines*). We value your dedication to serve your parish and understand the time commitment you have made. Please incorporate the Diocesan Catechetical Leader Certification into your schedule for the year. Courses can be taken live or online. If you have a degree in Theology, you may have met the requirements for Levels 1 and 2 of Certification. Please notify the diocesan director of Faith Formation by email or phone should you have a degree in Theology.



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### **Conformity List**

The Diocese requires that all texts used for religious education in parishes (and schools) be reviewed and found to be in conformity with Catholic doctrine and recognized as such by the USCCB (cf. *Guidelines* 5.3C). Please see the USCCB Conformity list when looking at textbooks for your parish (current list included in this packet). An up to date list can be found at [www.usccb.org](http://www.usccb.org).

### **Curriculum Standards**

“All parishes and schools in the Diocese of Providence will use the Religious Education Elementary and Secondary Curriculum as developed by the Archdiocese of Indianapolis and used with permission” (*Guidelines* 5.3A). We use the Archdiocese of Indianapolis’ curriculum standards which serve to make sure that key catechetical content is being covered at each grade level.

### **Publishers List**

Please review the list of publishers that we recommend who offer texts on the USCCB Conformity List and which meet the Curriculum Standards. The contact information for each publisher is included with the printout in this packet. If you plan on reviewing catechetical textbooks and other resources for your parish religious education program, please let us know if we can be of assistance.

### **Safe Environment / Circle of Grace**

The Diocese of Providence takes the protection of children from all forms of abuse very seriously. All parish volunteers and staff who work with children are required to complete Diocesan Safe Environment training and have a BCI (Background) Check in the State of RI. Children of all grade levels are expected to receive Circle of Grace lesson(s). Please see the printouts for more information. If you have questions on Safe Environment you can also contact the Diocesan Office of Compliance at 401.941.0760, [www.dioceseofprovidence.org/office-of-compliance](http://www.dioceseofprovidence.org/office-of-compliance).