

*Office of
Religious Education*

Diocese of Santa Rosa



DRE/CRE Handbook

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Catholic Diocese of Santa Rosa**

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Duties of Office include (but are not limited to):

Religious Education for all ages
Catechist Formation
RCIA
Media Center

Purpose of the Handbook:

The Handbook for Parish Directors and Coordinators of Religious Education (CRE & DRE) is designed to be a guide and resource for a CRE/DRE of a parish catechetical program. It is our hope that it will also serve in assisting pastors as they select qualified leaders, volunteer or salaried, for their particular parish catechetical needs.

Because of the variety of parish situations throughout the diocese it is not possible to offer samples that meet every possible situation. Only a few were chosen in order to give an example for each section.

This handbook will be updated as needed. Revision will be ongoing. Please contact the Office of Religious Education with any constructive comments for future drafts.

Mission/Vision Statement

Our mission to you is through the Ministry of Evangelization and Catechesis. The office of Religious Education responds to the Call to share in the Mission of Jesus Christ.

We form Catechetical Leaders, promote Life Long Learning, integrate Justice and respect the Diversity of the Diocese of Santa Rosa in all endeavors.

A través del Ministerio de Evangelización y Catequesis la oficina de Educación Religiosa responde a la convocatoria a participar en la misión de Jesucristo.

Formamos líderes Catequéticos, promovemos el Aprendizaje Permanente, integrar la Justicia, y respetarla diversidad de la Diócesis de Santa Rosa en todas las actividades.

DEFINITION OF TERMS

CATECHESIS: Catechesis, as a form of the ministry of the word is the activity of re-echoing or retelling the story of Christian faith that has been handed down to us. Pope John Paul II says in his letter *Catechesi Tradendae*: “The specific character of catechesis... has the twofold objective of maturing the initial faith and of educating the true disciple of Christ.” (n. 19)

EXPERIENTIAL CATECHESIS: Experiential catechesis describes that process by which the catechist leads the learners to a greater understanding of faith by beginning with the learners’ everyday experience and helping them interpret the meaning of that experience in light of God’s revelation

FORMATION: Formation is the integration of and reflection on life experiences leading towards a person’s continual faith growth. It involves openness to life with God and a calling forth to conversion. It is a holistic process including the intellectual, effective, and spiritual dimensions of the person.

MINISTRY: Ministry, as a designated service of the church, is our concrete response to our mission as church. Called by our Baptism and guided by the Spirit to share our gifts, the church offers service to others in Christ’s name. Ministry is our participation in the ongoing communication of God’s love, peace and forgiveness; bringing human life to fullness

Chapter 1

Personnel

(From the Diocese of Santa Rosa Employee Handbook)

Catholic Identity and General Conduct

As a religious organization, retention of its Catholic identity is a priority for the Diocese. While Church membership in any denomination, or lack of it, is not by itself determinative of eligibility for employment, as a general norm, membership in good standing in the Catholic Church is desirable.

Employees must understand that they are representatives of the Diocese and of the Catholic Church; employees are expected to refrain from any public contact, which is in conflict with Church teaching.

All employees of the Diocese are expected to have the general qualifications of integrity, honesty, dependability, good judgment, initiative, resourcefulness, courtesy and the willingness to respect the teachings of the Catholic Church.

Public Statements

When publicly expressing personal views on community problems or issues or on political matters, employees must do so as an individual, clearly indicating that he or she is in no way speaking on behalf of the Diocese and/or Catholic Church.

Internal Communications

To communicate information of general interest to employees, a bulletin board should be established at each worksite. Employees should not post notices of a personal nature, e.g. party invitations, items for sale, etc. on the bulletin board. Employees may post notices only with the approval of the site manager.

To further ensure that our internal communications are effective, department staff meetings are strongly encouraged. Meeting dates and times will be reported to all. Attendance at a scheduled staff meeting is mandatory for all regular employees.

In the event that out-of-town business travel, Diocesan emergencies, illness, scheduled vacation, etc. prevent attendance at staff meeting, absent employees are expected to request and be given a briefing of the missed staff meeting from their supervisor. It is each employee's responsibility to keep informed about Diocesan matters as they relate to his or her job.

Manual Work Files, Computer Files, Facsimile Transmissions, Desks and Lockers

To ensure smooth operations during the course of conducting normal business, Diocesan management may from time-to-time review manual work files or access computers, desks or lockers used by employees, with or without employee's knowledge. Employees are also reminded that facsimile transmissions coming into our office are often accessible to other employees and visitors.

Accordingly, employees are advised that personal information may not remain confidential and that the Diocese cannot ensure employee privacy when our facilities, files and/or equipment are used for personal business. To further protect your privacy, it is recommended that you use desks and lockers to store personal items only while you are on duty.

The Diocese cannot be responsible for lost or damaged personal items. Valuables should be locked up when stored on the premises.

Technology Use and Privacy

The Diocese provides various technology resources to authorized employees to assist them in performing their job duties for the Diocese. Each employee has a responsibility to use the Diocese's technology resources in a manner that increases productivity, enhances the Diocese's public image, and is respectful of other employees. Failure to follow the Diocese's policies regarding technology resources may lead to disciplinary measures, up to and including termination of employment. The Diocese's technology resources are to be used by employees only for the purpose of conducting the business of the Diocese.

The Diocese is aware that employees use electronic mail for correspondence that is less formal than written memoranda. Employees must take care, however, not to let informality degenerate into improper use. As set forth more fully in the Diocese's Anti-harassment Policy, the Diocese does not tolerate discrimination or harassment based on gender, pregnancy, childbirth (or related medical conditions), physical disability, mental disability, medical condition, marital status, sexual orientation, family care or medical leave status, veteran status, or any other status protected by federal and state laws.

Under no circumstances may employees use the Diocese's technology resources to transmit, receive, or store any information that is discriminatory, harassing, or defamatory in any way (e.g. sexually-explicit or racial messages, jokes, cartoons)

Employees may not use the Diocese's technology resources for any illegal purpose, violation of any Diocesan policy, in a manner contrary to the best interests of the Diocese, in any way that discloses confidential information of the Diocese or third parties, or for personal or for pecuniary gain.

All messages sent and received, including personal messages, and all data information stored on the Diocesan electronic mail system, voice mail system, or computer systems are Diocesan property regardless of the content. As such, the Diocese reserves the right to access all of its technology resources including its computers, voice mail, and electronic mail systems, at any time, with or without notice, in its sole discretion.

On occasion the Diocese may need to access its technology resources, including computer files, electronic mail messages, and voice mail messages. Employees should understand, therefore, that they have no right to privacy with respect to any messages or information created or maintained on the Diocese's technology resources, including personal information or messages. The Diocese may at its discretion, inspect all files or messages on its technology resources at any time for any reason. The Diocese may also monitor its technology resources at any time in order to determine compliance with its policies, for purposes of legal proceedings, to investigate misconduct, to locate information, or for any other business purpose.

Compliance with State and Federal Laws Regulating Employer-Employee Relationships

It is the intention of the Diocese to comply with all federal and state laws and regulations which regulate employer-employee relationship, and which apply to the Diocese. However, as a church organization and a nonprofit corporation, the Diocese is exempted to some extent or another from the various federal and state regulations, which bear upon the subject. The Diocese reserves the right to claim whatever exemptions are afforded by the Law. However, it is believed that the provisions contained in the Employee Handbook having any content or implication of legal concern are consistent with laws of general application. It is the objective of the Diocese to promote social justice, and this includes fairness in all respects to the people who render labor and service to the Diocese. This means that to the greatest extent consistent with the nature and mission of the Diocese, its employees should enjoy the same freedoms and protections as are enjoyed by employees engaged in commercial enterprise.

Child and Elder Abuse Reporting Requirement

The California Penal Code requires any child or elder care custodian, health practitioner, or child protective agency who has knowledge or, or observes, any suspected instance of child or elder abuse, to report such instance immediately, or as soon as practically possible by telephone to the appropriate local protective agency. This verbal report must be followed by a written report of the instance(s) within 36 hours.

Your supervisor, pastor, principal, or department head and the Vicar General should be notified whenever you believe that you may be required to report suspected child or elder abuse. Your supervisor must be consulted immediately if you are uncertain as to whether or not situations you've observed require such reporting. In the event that several staff members have knowledge of the same instance of suspected child/elder abuse, the supervisor (or his/her delegate) shall be responsible for making the reports or for identifying the employee who shall assume this responsibility. The reporting requirements of the Penal Code are detailed and somewhat complex. It will be the responsibility of the supervisor to determine whether official reporting is required or not, and whenever there is a doubt, it will be the supervisor's responsibility to obtain the advice of Diocesan legal counsel.

Equal Employment Opportunity

The Diocese of Santa Rosa is an Equal Opportunity Employer, and accordingly, promotes equal opportunity in the areas of recruitment, employment, training, development, transfer, and promotion. Our employment practices will be without regard to race, color, creed, sex, age, disability or medical condition, national origin, marital and veteran status, and all other categories protected by anti-discrimination laws, except where creed or ordination is a bona fide occupational qualification.

Any employee, who feels that he/she has been discriminated against on the basis of membership in a protected classification, should follow the same reporting process that is outlined under Harassment.

Smoking

The Diocese maintains a smoke-free environment. Smoking is not allowed in our offices, or within other areas of Diocesan buildings.

Harassment (of or by Employees and Clients)

The law does not permit, nor will tolerate harassment of Diocesan employees by other Diocesan employees, or by Diocesan clients or vendors. Likewise, we will not tolerate any harassment of a church member, visitor, or vendor by a Diocesan employee. This includes harassment because of race, sex, religious creed, color, national origin, ancestry, disability or medical condition, marital status, age, or any other basis protected by federal, state or local law, ordinance or regulation. Such conduct by a Diocesan employee will result in disciplinary action up to, and including termination of employment.

Employees should also be aware that they might be held personally liable for monetary damages if they are found guilty of harassment. The Diocese will not pay personal damages assessed against any employee found guilty of harassment.

While it is not easy to define precisely what harassment is, it certainly includes verbal and physical conduct, which is offensive or hostile to others such as:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- Visual conduct such as derogatory and/or racially/sexually-oriented posters, photography, cartoons, drawings or gestures;
- Accessing objectionable materials via computer or internet use;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment or receipt of Diocesan services, or to avoid some other loss, and offers of employment benefits or extra services in return for sexual favors; and,
- Retaliation for having reported or threatened to report harassment.

If you feel you are a victim of harassment, or observe harassment of another employee, church member, visitor, or vendor, we encourage you to immediately tell the person displaying offensive behavior to stop. He or she may not be aware that their conduct is unwelcome or offensive and many times complaints of harassment can be resolved at this lowest level. If the complaint is not resolved at this lowest level or you do not reasonably feel comfortable addressing the matter directly with the offender, you should immediately report the matter to your supervisor. However, if the supervisor is the person who is harassing you, you may report the matter to any other supervisor or member of management.

Provide the supervisor with the following details:

1. Date(s), time(s) and location(s) that the incident/incidents took place.
2. Description of each incident: physical contact made (if any), what was said and/or done, etc.
3. Name(s) of any present during each incident.
4. Name(s) of anyone whom you've discussed the incident/incidences.

All complaints of harassment will be investigated thoroughly, promptly and in a confidential manner. Investigations of a harassment complaint may include, but are not limited to, interviewing the complaining party as well as the accused and any others as necessary to obtain sufficient information upon which to make an assessment of the situation. If the investigation reveals a violation of this anti-harassment policy, the complaining party and the accused will be so notified. However, the specific discipline invoked may not be disclosed to the complaining party because of the accuser's privacy rights. In the case of Diocesan employees, if a violation of this policy is established, the Diocese will appropriately discipline the offender, up to and including immediate termination, depending upon the circumstances. With regard to violation of this policy by vendor or non-employees, reasonably available corrective action will be taken after consultation with the appropriate management personnel.

Retaliation/discrimination against an employee who complains is strictly prohibited and will not be tolerated.

The Diocese is committed to investigating and correcting any form of harassment taking place. We are committed to addressing these issues within our organization, and we believe we can effectively address such matters internally.

In addition to our harassment policy, all Diocesan employees and volunteers are governed by our **Sexual Misconduct Policy**.

Drugs and Alcohol – Use of Prescription Medications at Work

Any employee who is using prescription and over-the-counter medications that may impair his/her ability to perform his/her job safely, must report such use to his/her supervisor immediately before starting or resuming work. If an employee discovers that such medication has an adverse impact on his/her ability to work, he/she should contact his/her physician immediately.

Employees are not allowed to consume alcohol on the premises of any Diocesan facility, except at Diocesan sponsored activities, and may not be under the influence of alcohol during work hours.

Illegal drugs or controlled substances are not permitted on the premises of any Diocesan facility or at any function sponsored by the Diocese for any reason. Additionally, should an employee attend an outside function representing the Diocese where illegal drugs or controlled substances are present, he/she should leave immediately and report the incident to his/her supervisor. Failure to do so may result in disciplinary action up to, and including termination of employment.

Employees may not be under the influence of, and may not sell, buy, possess, or use illegal drugs or controlled substances on the premises of any Diocesan facility. Such conduct by a Diocesan employee may result in disciplinary action up to, and including termination of employment.

The Diocese will encourage and assist employees with chemical dependencies (alcohol or drug) to seek treatment and/or rehabilitation. To this end, employees desiring such assistance should request an appropriate leave of absence. The Diocese is not obligated however to continue to employ a person whose job performance is impaired because of drug or alcohol use, nor are we obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency.

Additionally, the continued employment of employees who have been given the opportunity to seek treatment and/or rehabilitation, but failed to successfully overcome their dependency or problem will be re-evaluated. Our position on treatment and rehabilitation is not intended to affect our treatment of employees who violate the guidelines regarding the use of drugs and/or alcohol at work as described above. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

The Diocese complies with the Drug Free Workplace Act. Any employee convicted of violating a criminal drug statute must notify his/her supervisor, of conviction within five days.

Holidays

The Diocese observes 13 holidays

- New Years Eve & New Years Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- The Assumption
- Labor Day
- All Saints
- Thanksgiving Day and the Friday after Thanksgiving
- Christmas Eve & Christmas Day

All holidays will be indicated on the Diocesan Holiday Schedule. In December of each year, the holiday schedule for the upcoming calendar year will be posted.

Appearance

All employees are expected to maintain a professional, businesslike appearance, keeping in mind that community members often form opinions regarding the quality of our organization and services based in part on personal appearance and conduct. To protect our image of high quality, it is expected that all employees will adhere to the appearance guidelines established as being appropriate for the job to which they are assigned.

Personal Conduct

Providing superior service to our church community should be every employee's priority at all times.

Employees are expected to conduct themselves in a professional manner. While "professional manner" is a generally understood concept, it may mean something different to each person. The following guidelines are designed to further explain how the Diocese defines professional conduct.

1. Display a positive attitude, which conveys that you want to support and help those who seek our services. Be polite and gracious in your relationships with others. Speak in a refined and friendly manner.
2. Do not discuss Diocesan office related issues with the public. Keep our internal affairs internal!
3. Do not discuss a person's business with Diocesan employees not involved with assisting the person.
4. Avoid discussing Diocesan matters in the presence of someone who has no reason to be part of the discussion.
5. Information that could be considered confidential should not be discussed with anyone for whom the confidentiality is not intended.
6. If you encounter a difference of opinion or conflict with another Diocesan employee, do not discuss such matters with some other person, or where you might be overheard. Confidentiality and loyalty builds community; gossip is divisive and damaging.
7. If you encounter a serious difference of opinion with some other person, immediately advise your supervisor of the problem and seek his/her assistance with resolution of the problem.
8. Prohibit display or accessing objectionable materials via computer or Internet use. (See Harassment Section)

Conflict Resolution

The Diocese recognizes that people working in close contact with each other will have misunderstandings, irritations, and complaints from time to time. Even minor problems can develop into major problems if they are allowed to go unresolved or if they are not resolved in a satisfactory manner.

The parties involved through open, honest communication, can resolve the majority of job-related problems.

The following process is outlined to facilitate such discussion:

1. Schedule discussions at a time that is mutually convenient for all parties involved. This will ensure that there is sufficient time for focused and thorough discussion.
2. State the issues at hand before beginning the discussion.
3. Each party should state, without rationalization or justification, the results they desire from the discussion.
4. Each party should state briefly their perception of the issue(s) at hand and suggest possible solutions.
5. All parties should then work together to reach all goals (or reasonable compromises) set forth in step 3.

If, after making a good faith effort, employees are not able to resolve conflicts themselves, they should then seek assistance or counsel from their supervisor.

Grievance Procedure

A grievance is defined as an unresolved complaint or dispute, disagreement, misunderstanding, or expressed dissatisfaction on the part of an employee, relating to the conditions of employment or the meaning or application of written personnel policies. In pursuing the following grievance procedure, employees are assured freedom from restraint, interference, coercion, discrimination or reprisal. If an employee believes that any employment condition or the application of any of the policies outlined in this Handbook is unjust or inequitable, he/she may employ the following procedure:

- A. An employee should always initially approach his/her immediate supervisor and attempt to resolve the matter.
- B. If the employee still believes that the grievance has not been satisfied, he/she may appeal the decision to his/her Department Head. At this point the grievance must be in writing and must contain a brief statement of the facts of the grievance, the basis of the objections, and the desired remedy. The written grievance must be submitted within ten (10) working days of the incident or problem, which gave rise to the grievance. The Department Head or delegate will investigate the grievance and respond to the employee in writing within five (5) working days after the submission of the written grievance.
- C. If the solution proposed by the Department Head is not satisfactory, the employee may appeal the decision at each succeeding level of authority, if any, within the employee's department as follows: within five (5) working days of receiving the Department Head's response the employee must utilize the written format provided for in stem B.
- D. If the solution(s) proposed at the various levels is (are) not agreeable, an employee must, within five (5) working days of receipt of the response(s), request in writing to have the matter submitted to the Vicar General/Pastor for review. A closed hearing will be held within twenty (20) working days of the written request. A decision will be rendered in writing within five (5) working days of the hearing. The Vicar General/Pastor's decision shall be final and binding.

Emergencies Affecting Office Operations

The Diocese is open for business during normal working hours. In the event of emergencies that effect normal business operations (e.g. earthquake, unusual storm conditions, etc.) each pastor/department head will make a determination whether his/her parish or department will be open or closed, and will notify employees by telephone or other possible means.

Evacuation Plan

Employees will find the evacuation plan for their location posted on the bulletin board. Please take time to become familiar with this plan. Employee safety and the safety of others are dependent on knowing what to do in the event of an emergency.

Safety/Security

Safety is everybody's business and is the responsibility of every employee. Good safety habits benefit everyone. Think before acting. Remember to close file drawers and pick up dropped items. If something must be lifted, be sure it is not too heavy. Do not lift heavy items unless it is your job to do so. Please report any unsafe conditions to your supervisor.

To further promote safe and healthful work practices, the Diocese has established a written **Illness/Injury Prevention program Manual**. This manual is available at your work site. Employees are expected to familiarize themselves with and follow the guidelines and procedures set forth in the manual.

For the safety of everyone, all employees are expected to comply with the security requirements of the building. Security procedures have been enacted for your protection. Be sure that doors and windows are locked at the proper times. All visitors should be screened before allowing into the office.

Employees are responsible for their personal property brought to the office. Each employee is responsible for securing personal possessions in a desk or cabinet. Any items that are lost or found should be reported immediately. The Diocese is not responsible for the loss of, or damage to, personal items brought to work.

Housekeeping/Facilities

Good housekeeping by all of us is important. It means better and more pleasant working conditions, helps to reduce accidents, adds to the efficiency of our operations and contributes to the quality of our work and the services we provide.

The appearance of our work place and of our employees is important to our efficiency.

Some examples of how employees can assist in housekeeping tasks include:

- All desks/work tables should be kept neat and orderly with all materials put away in files or cupboards at the end of the day.
- Empty coffee cups and dishes should be removed and washed at the end of each day and the counter should be cleaned.
- Eating areas should be cleaned immediately after eating, before returning to work.
- Conference areas should be put in order immediately after each meeting.
- Employees are encouraged to conserve energy by turning off unused lights.

Solicitation

The Diocese wants to ensure that employees and visitors are not bothered by others who wish to solicit for their own business or membership in organizations. The Diocese will participate in Diocesan fund raising campaigns. Except for approved fundraising, the following summarizes the Diocese's position regarding solicitation: There shall be no solicitation of employees or parishioners for any purpose other than Church approved activities on Diocesan premises. Distribution of unapproved literature and notices on Diocesan premises are not allowed.

Persons who are not employees of the Diocese will not be permitted to come upon or remain on the premises for the purpose of making solicitations, posting or distributing cards, literature, notices or paper.

Employees are not allowed to give our other employee's addresses, telephone numbers and/or other information about employees or former employees. Requests for such information should be directed to the pastor, administrator or Chancery personnel.

Personal Telephone Calls

Personal telephone calls should be limited both in time and in nature so as not to interfere with an employee's responsibilities. Also please be mindful that personal telephone calls can be distracting to co-workers working nearby.

If an employee needs to make a personal long distance telephone call while at work, those calls should be charged to his/her home telephone, personal telephone credit card or the party he/she is calling.

Employees are expected to reimburse the Diocese for any personal calls that are inadvertently charged to the Diocese.

Personal Use of Supplies and Equipment

Use of Diocesan supplies and equipment is strictly prohibited.

Keys

Some employees are provided keys to Diocesan buildings as appropriate for job assignments. Lost keys must be reported to your supervisor or to the designated person immediately. Loaning or duplicating keys is forbidden. Employees loaning or duplicating keys could be subject to disciplinary action up to and including termination of employment. Before departure on his/her last day of employment, a terminating employee must turn in his/her Diocesan keys to his/her supervisor or to the designated person.

Chapter 2

Programming

PARISH PROFILE
(For use by Parish Director & Coordinator)

What do you know about the parish in which you work? Use the following form to get an overview:

STRUCTURE

STAFF:

Pastor: _____

Associates : _____

Permanent Deacon: _____

School Principal: _____

DRE/CRE : _____

Other Staff : _____

ORGANIZATION:

List the organizations, societies, groups and programs in the parish.

Is there a parish Council? How does it function? Do you meet with them?

Does the parish staff meet regularly? How often?

How decisions are reached which affect the parish's community life or mission?

PROFILE OF PARISHIONERS

SIZE OF PARISH

Total number of families: _____

Number of single-parent families: _____

AGE OF PARISHIONERS

Under 18 _____% 18-35 _____% 36-50 _____%

51-65 _____% over 65 _____%

EDUCATIONAL BACKGROUND

Less than high school _____% High School _____%

College graduates _____%

ANNUAL INCOME

Under \$15,000 _____% \$16,000-\$25,000 _____%

\$26,000-\$50,000 _____% over \$50,000 _____%

ETHNIC GROUPS

Caucasian _____% Hispanic _____%

African Am _____% Vietnamese _____%

Filipino _____% Asian _____%

Other _____%

Nationalities:

CATECHETICAL PROGRAMS

PAROCHIAL SCHOOL

Is there a parochial school in the parish? _____ If so, please complete the rest of this Section

How many students attend? _____

What percentage of the children on the parish does the school population represent?
_____ %

Who is responsible for the catechetical program in the school?

What kind of training is provided for religion teachers?

What religion texts are used?

How many non-Catholic children attend the school? _____

Do they attend the regular religion classes or RCIC _____ If not, is there an effort to evangelize them? _____ What form does this evangelization take?

PARISH PROGRAMS

CHILD CENTERED PROGRAMS

Early Childhood

Is there an Early Childhood Program? _____

Number of Children who attend _____

Printed materials used _____

When does the program meet? _____

Elementary / Junior High

Number of children who attend: _____ Elementary

_____ Junior High

Printed materials used:

Elementary: _____

Junior High: _____

Sacramental Prep: _____

How many catechists teach in the program? _____

How many catechists currently are certified? _____

What is the average class size? _____

Is there a need for classes offered in other languages? ----- _____

How is the need met?

Is there Non-Catholics church registered? _____

YOUTH PROGRAMS

Is there a program for high school aged youth? _____

What different kinds of formats and activities are offered?

What percent of the youth of the parish participate? _____ %

Do youth who attend Catholic high schools participate in the youth programs? _____

If not, why not?

Has a team been formed to prepare high school youth for Confirmation? _____

ADULT RELIGIOUS EDUCATION

What adult religious education programs exist?

What is offered for young adults (20-40)?

What programs are offered for older adults?

Who is in charge of planning adult religious education for the parish?

Who directs the RCIA program?

Is there a team approach? _____ How are team members trained?

What materials are used within the catechumenate?

COLLABORATION

Do the parochial school and the other parish catechetical programs share equally in the use of school and/or parish facilities, utilities, equipment, etc.?

Do parochial school and other catechetical personnel meet to discuss ideas, problems and programs, and in general communicate with one another? _____

What structure does this communication take? Are there meetings on a regular basis? If so, how often? _____

Is there a Catechetical (Religious Education) Board in the parish? ____ Is it a joint Board of school and parish personnel? ____ How is membership determined?

In what ways do the priests of the parish involve themselves in the catechetical programs?

SUPPORT FOR PARENTS

Is there a program to help parents understand the goals of the catechetical program? _____
What form does the program take?

How are parents assisted in developing their roles as religious educators of their children?

What form of pre-baptismal catechesis is offered for new parents?

STARTING A PROGRAM

The starting point for developing a sound parish catechetical program is knowing the needs of the learners. Personal conversation with catechists, parents and learners, can give a fuller context from which to begin. Once this is done, it is time to begin designing a program by which to respond.

GUIDELINES

The Office of Religious Education offers a set of comprehensive guidelines to direct the development of parish catechetical programs. The primary documents from which the Office of Religious Education draws its philosophy and guidelines are The General Directory for Catechesis published in 1998 and often called the GDC. The other important document is *Catechesi Tradendae: On Catechesis in Our Time*, the apostolic exhortation on catechesis of Pope John Paul II, issued in 1981. The other important source of input in the development of these guidelines is the Religious Education Advisory Board, the DREs/CREs, the Departments of Catholic Schools and Youth Ministry, and the Priest's Council/Deans/Pastors of the Diocese.

HELPS AVAILABLE FROM THE DIOCESE

Catechetical Formation Centers

Each year the Santa Rosa Diocesan Office sets up Basic Catechist Formation Centers, which provide the basic workshops designed to prepare and support the catechist in their ministry. This series helps the catechist in understanding their role in the parish, in developing administrative skills, in understanding theological teachings of the church, and in networking with Diocesan support personnel.

Centers are created in response to local needs and related to the availability of Master Catechists. It is the goal of the Religious Education Office that every catechist be certified through a basic formation course and keeps a current catechist certificate through on-going in-service opportunities.

For current information regarding centers, please call the Diocesan Office of Religious Education

Catechist In-Service

Workshops for catechist enrichment and further training are frequently offered throughout the Santa Rosa Diocese.

Workshops designed for parish needs are available upon request.

The Diocesan Congresses are excellent opportunities for updating and recertification.

Resources

Publisher samples of texts are available for preview at the Office of Religious Education

Audio-Visual Materials are listed in the Media Catalogue published by the Office of Religious Education (and updated Sept 2004). Every Parish should have a copy of this catalogue. See information further in the manual for costs and procedures.

PLAN AHEAD!!!

Calendar for the Year

- Obtain the public school calendar and mark all holidays. Back-to-school nights, etc.
- Check the Parish calendar for major scheduled events. This will avoid conflict both in use of space and for catechists who have other parish commitments.
- Schedule the dates, places and times of the In-service for your catechists. Remember to place on parish master calendar.
- Schedule Parent Meetings for the year, including dates, places and times. Encourage catechists who teach the children of those attending to be present.
- Schedule class dates for your Early Childhood, Elementary, Junior High and Youth Programs. Include in the schedule all holidays, sacrament dates, class days, and times of classes, liturgies and reconciliation services.
- Check with those who will be involved and revise if there are oversights or mistakes.
- When you have completed your calendaring be sure to sign out the facilities you will use. Let the principal of the school know when you will use the rooms.
- A yearly calendar should be set at least four months before the start of your program. Be sure to revise and update as needed. It would be a good idea to spend calendar-planning time every four months, (May, September and January).

Be aware of the Calendars from the Departments of Religious Education and Youth Ministry and encourage your catechists to participate in Diocesan activities.

Calendar Agenda List

- Opening Day of Religious Education Classes
- Registration Dates
- Days that all classes meet
- Summer Vacation
 - (Dates office will be closed, Summer Programs)
- Public School dates (opening day, vacations, open house and other school functions)
- Closing Day of Religious Education Classes
- First Penance
- Confessional Tours
- Penance Services
- First Communion Date
- First Communion Parent/Child Meetings
- First Communion Practices
- Confirmation Date
- Confirmation Practices
- Advent
- Ash Wednesday
- Lenten Season
- Holy Week
- Holidays: (Labor Day, Halloween, Veterans Day, Thanksgiving, Christmas, New Year, Martin Luther King, Valentine's Day, Presidents' Day, Easter, Mother's Day, Memorial Day, All Saints Day, Immaculate Conception, Solemnity of Mary, Mother of God, Ascension Thursday and the Assumption of Mary)
- Vacations and breaks
- Catechist (teacher) meeting
- Workshops & In-services
- Parent Meetings (Information Night, Parent Series, Open House, Publisher visits)
- Extra Curricula Activities
- Catechetical Sunday
- Parish Staff Meetings
- Special Events
- Retreats
- Prayer Services
- Liturgies
- Coordinator/DRE/Pastor Meetings
- Priest visits to classrooms
- Basic Catechist Formation Centers
- Diocesan Congresses (North and South)
- Bulletin Notices
- Letters (to be sent out by certain dates)
- Media (to be shown, by whom, rented or purchases)
- Dates of other Parish activities
- Other

A WELL-PLANNED CLENDAR PREVENTS MINOR
AND MAJOR PROBLEMS AND FRUSTRATIONS!!!

Diocesan Textbook: The Faith and Life Series

The Faith and Life religious education series is now in its Third Edition, with texts and activities fully adapted to the new translation of the Roman Missal to be implemented in Advent 2011. The Faith and Life Third Edition series presents Catholic teaching using the time-tested ecclesial methodology and spiral development of catechesis, in a beautiful, student-friendly, comprehensive format.

It is excellent for grades 1–8 in Catholic schools and parish catechetical programs as well as at home.

Training Seminar DVD

The training seminar DVD can be used with either Revised Edition or Third Edition Faith and Life series.

It provides a live training seminar for DREs, catechists and teachers on the content, methodology and use of the Faith and Life catechetical series.

This training seminar presentation can be used for in-services for teachers, catechists or parents of students using or evaluating the Faith and Life series. The presentation is divided into three segments which can be viewed together or as separate sessions. It includes a bonus feature which will enhance the training of your catechists, or parents of sacramental preparation students.

The Faith and Life Training Seminar DVD consists of the following three segments:

Introduction: Why Faith and Life?

(50 min) The majority of this segment explains how systematic and organic catechesis present foundational truths of the Catholic faith in the Faith and Life series, and how this catechetical approach forms students. The students are immersed into the mystery of Christ through which they are transformed in Christ and compelled to live out the gospel message.

Methodology: How to use Faith and Life

(35 min) This segment covers how to use the Faith and Life series beginning with an overview of the Ecclesial Methodology. An explanation follows with diagrams that show how this methodology is incorporated into the teacher's manual and also how the Faith and Life parish lesson plans explicitly use this methodology.

An Overview of Salvation History and the Eucharist

(30 min) Each grade level of the Faith and Life series is structured within the framework of salvation history. This segment can be presented to catechists, parents and students to see clearly how the Eucharist is the center of God's plan of mercy and the center of our Catholic faith.

REGISTRATION

Preparing for Registration:

Preparing for registration for the next school year should begin about mid-year of the current school year.

“Thinking through” registration procedures should include:

- Dates, places, and deadlines.
- For how long? One week? Two days?
- How many do you expect?
- Do you need additional volunteers?
- Announce your dates when you start advertising.

Fees:

How much should you charge as a fee? What will you set as a family fee? These vary from parish to parish. Fees may not cover all expenses for a religious education program. Use the proposed budget to determine with the pastor what expenses the fee should cover. No student should be denied enrollment because of inability to pay fees.

Forms:

What forms should you use? Are these bilingual? It depends on the kind of parish you are working in. See the Sample Form following. You can adopt some of these or develop your own forms that will suit the parish needs. Keep your forms simple, but not at the expense of the kind of information you need.

Record Keeping:

Keeping your records in order is key for retrieving the information when you need it. Usually, binders are very useful for keeping track of your students. Computers are even better for fast access. Ask your pastor if your data can be merged or at least be part of the parish databases. There are a number of parish management programs that have a Religious Education component. Permanent records should be kept on each student in the program.

At the time of initial enrollment, the DRE and/or CRE should request a copy of the Baptismal certificate to verify church and date of Baptism or any other sacraments previously received. This information should always be treated with CONFIDENTIALITY.

BUDGETING

What purpose does financial and budgetary planning serve? Financial and budgetary planning serves the same purpose in parish planning as it does in family planning. It sets the priorities within which one can operate with a sound sense of financial responsibility. From stock market to credit card holder, awareness of fiscal limits is the basis of responsible financial management.

Because parish income must take into account the needs of each sector of the parish: from parish school to youth ministry to senior citizens, finances must be fairly apportioned. Too often the Religious Education Program has been hampered by lack of funds because of ignorance of its needs. It is to the benefit of a religious education program that DRE &/or CRE have now been afforded the opportunity to present these needs to the Pastor and parish through the proposed budget plan. In order to present a budget that will get the approval of the Parish Finance Committee, it must be presented with honesty, foresight, and accurate projection. Past experience, present need and future vision should guide the DRE/CRE in drawing up the budget assessment.

It will be helpful to keep a few points in mind when planning:

- Develop clear goals and objectives based on priorities. (The budget makes the priorities real.)
- Be able not only to present the budget, but also to believe in it.
- Include a plan for monitoring and evaluating use of these funds.
- Keep in mind the Pastor's responsibility to all the other parish ministries.

NOTE: ALL INCOME and EXPENSES should be recorded throughout the year using the proposed budget categories. A monthly account helps one to remain within this budget. This year's budget will help one to make out the following year's proposed budget.

COLLABORATION

Parish Reality:

Knowing the reality of the parish is necessary before any attempt at collaboration is possible. The "parish profile" following this section will offer a more objective picture of how the parish looks. Some information is available from the rectory, some from the school and some from the parish religious education office.

Once the profile is completed, reflection on the following areas is possible:

- Who do I minister/work with in the parish at large? (Knights of Columbus, Legion of Mary, YLI, etc.)
- How do I minister/work with the parish council? In budgeting? Reporting and dialogue? Sharing the vision of catechesis?
- How do I minister/work with the parish staff (ordained, lay)? Youth ministers? School principal? Pastor/associates? Parish secretary, etc?
- How do I minister/work with the religious education staff and volunteers? Area coordinators? Office secretary? Catechists? Families?
- To whom am I accountable and how often do I meet this person? How am I evaluated?
- How do I minister/work with the Santa Rosa diocesan offices and their representatives?

Principles of Collaboration:

When Jesus sent His disciples out in pairs to proclaim the Good News (Mk 6:7-13), He used principles of collaboration:

- They had a common goal: building the reign of God.
- The community offered support and they shared both joys and sorrows.
- Different gifts were present and used toward the building up of the reign of God.
- Together they were able to reach their common goals.

In approaching collaborative ministry, it helps to remember the following:

- Identify the needed gifts and how best to use them.
- Develop a sense of involvement with the group.
- Respect the gifts and needs of the individuals.
- Answers to identify hidden needs may not be in new or bigger programs.
- Discover what resources are available (in community, diocese, etc)
- The ministerial environment should invite people to share their gifts in an atmosphere of trust.

USE OF PARISH FACILITIES

Our parish community is made up of many groupings, and since we are one parish family, it is desirable that all have access to the parish plant, including classrooms, hall, etc. To facilitate the use of these areas, ongoing communication, planning and collaboration needs to take place among the DRE, principal and other leaders. In this way, it is hoped that a spirit of mutual support is fostered within the entire parish community.

To insure the smooth working together, the following suggestions might be helpful:

- Sharing of a common vision for Religious Education.
- Collaboration, planning and implementation of plans.
- Knowledge of and mutual respect for each other's needs and progress.

ROLE OF PARENTS

“Parents are the primary educators in the faith. Together with them, especially in certain cultures, all members of the family play an active part in the education of the younger members.” “The family is defined as a ‘domestic Church,’ that is, in every Christian family the different aspects and functions of the life of the entire Church may be reflected: mission; catechesis; witness; prayer, etc.” (GDC #255)

“The witness of Christian life given by parents in the family comes to children with tenderness and parental respect. Children thus perceive and joyously live the closeness of God and of Jesus made manifest by their parents in such a way that this first Christian experience frequently leaves decisive traces which last throughout life. This childhood religious awakening, which takes place in the family, is irreplaceable. It is consolidated when, on the occasion of certain family events and festivities, ‘care is taken to explain in the home the Christian or religious content of these events.’ It is deepened all the more when parents comment on the more methodical catechesis which their children later receive in the Christian community and help them to appropriate it. Indeed, ‘family catechesis preceded... accompanies and enriches all forms of catechesis.’” (GDC #226)

It is important that the catechetical program in each parish reflects this philosophy and that parents are assisted in fulfilling their role. (Practical examples would include the following: parent education programs, newsletters, liturgies, prayer experience, pupil dramatizations, plays, etc)

Good teaching involves the development of good relationships. In the beginning of the year it is a good idea to invite parents to a general meeting to share philosophy, teaching strategies, disciplinary plans, advice for surviving the year, etc. Feedback at the end of the year is equally important for determining the achievement of goals set at the beginning. Sample questions could include: Do you feel your son or daughter grew spiritually, emotionally, mentally, socially? What hindrances, if any, occurred? Were parents informed adequately? Other comments?

As children move into adolescence or early adulthood the style of communicating faith needs to change. "Example" becomes even more important and a willingness to share questions, feelings, and life experiences in an adult to adult manner is critical.

RECRUITING AND SUSTAINING VOLUNTEERS

The majority of catechists, office helpers, classroom aides, etc. in religious education are volunteers. People volunteer in response to a need they feel is worth their time and talents. Their sense of self worth and value to the community is enhanced by their involvement in Religious Education Programs. The responsibility of the DRE/CRE toward volunteer workers is to give guidance and help in the use and development of their talents within the Religious Education program.

Recruiting:

The first step in recruiting is to make yourself known and available as the DRE/CRE through the following:

- Sunday liturgy presentations
- Fliers or announcement in Sunday bulletins
- A parish reception
- Personal contacts
- Attendance at the meetings of other parish organizations
- Open house

These are excellent opportunities to let your philosophy of religious education, as well as need, be known (i.e. expansion of the program, staff, etc). Keep in mind that direct personal contact is the most important element in the recruiting process.

The second step is to set up an interviewing tool. The interview should contain the following:

- Assessing the volunteer's ability and training for the position.
- Assuring the volunteer of adequate supplies and resources.
- Providing for continued updating and training.
- Reassuring the DRE/CRE availability.
- Letting the volunteer know that they are valuable and that their position/task is important.
- Job description for the position.

The third step is to seek a recommitment for next year from existing faculty. Encourage them to assist you in the recruiting process. It is important to make yourself available to the volunteers by letting them know when you are going to be in the office or where they can get in touch with you or leave a message for you. Be sure to return calls promptly.

The fourth step is to be aware of the tasks to be done in order to match the volunteer to the task. It is important for the DRE/CRE to know what talents and skills are needed to perform the various positions within your program.

It is important for the DRE/CRE to schedule in-service according to the needs of the faculty; for some parishes an evening program is best, for others it would be preferable to meet after classes, and yet for another parish morning is a better meeting time.

Ongoing in-service training on the parish level should consist of the following: spiritual formation, education, practical and social. The DRE/CRE has an obligation to nurture the faith of the volunteer in a parish community. The DRE/CRE needs to provide prayerful experiences for the catechists. Scheduling retreats, days of prayer, reconciliation celebrations, special liturgies, etc, can do this. In addition to the education programs mention there should be available to the catechists periodicals on religious education (The Catechist, Religion Teachers' Journal, etc). You may contact the Diocesan Office of Religious Education for subscription information. It is also the DRE/CRE responsibility to help the catechists to make their lessons come alive.

Motivation:

When working with volunteers, motivation is essential to their continuing in the program. The seasons of the year offer an excellent opportunity for motivation. To show your appreciation for the teachers and staff, something as simple as the giving of a holiday card or having coffee and 'goodies' available in the office will help to make them at home and needed. Some other motivational ideas are as follows: to give a birthday or anniversary card or gift, verbal praise to the person, to his/her spouse or other family members, and social gatherings. Always allow time for community building and support among the staff.

Evaluation:

A volunteer needs to be aware of the job description and guidelines for the program or task they are to perform. Volunteers need to know the long-term goals and immediate objectives of the program and their specific role during the year in achieving them. The DRE/CRE should cover this during orientation, before school starts or at the time when the individual is interviewed for a given position. The above must be done in order to have a valid evaluation at the end of the year. The DRE/CRE for should develop evaluation tools:

- Program evaluation
- Personal evaluation of volunteers
- Administrative evaluation

Evaluations may take the form of questionnaires, interviews, or group discussions. After the evaluations are done there should be a recommitment to next year's program with the adjustments for improvement.

MULTICULTURAL AWARENESS

Our experience of Church acknowledges and embraces our cultural, ethnic and linguistic diversity. Religious Education, at all levels, should promote knowledge, mutual acceptance and collaboration among diverse, ethnic, cultural and linguistic groups that form the faith community. In this we respond to Jesus' call to create a more just and peaceful world that honors and advocates the dignity of every person and we proclaim that we are one church of many faces, which represents the many faces of God. (One Body, Many Parts – 1 Corinthians 12-13)

Multicultural catechesis is not a univocal concept. Several meanings can and should be derived from the term.

1. IN THE CONTEXT OF A SINGULAR ETHNIC GROUP:

When one catechizes, the mode of catechesis depends on the culture out of which the learners come.

“In this inculturation of the faith, there are different concrete tasks for catechesis. ...the catechist who, with a profound religious sense, also possesses a living social conscience and is well rooted in his cultural environment; ...making the Catechumenate and catechetical institutes into ‘centers on inculturation,’ incorporating, with discernment, the language, symbols, and values of the cultures in which the catechumens and those to be catechized live.” (GDC #110)

2. IN THE CONTEXT OF A MULTICULTURAL LEARNING GROUP:

One of the beauties of a multicultural learning group is the fact that we can appreciate the variety of peoples that are part of our Catholic faith. The more ways we see our Catholic faith expressed, the more deeply we understand our own faith. Moreover, the learners come to an experiential appreciation of the universality of the Catholic Church and the diversity of the ways in which the faith of the Church is expressed.

“Catechesis takes into account the educational and economic circumstances of diverse groups, avoiding unrealistic demands on time, physical resources, and finances and making adjustments which correspond to the educational level of those being catechized.” (NCD #194)

3. IN THE CONTEXT OF A HOMOGENOUS GROUP:

In the catechetical process itself, we are challenged to bring the learners to an awareness of faith expressions of cultures other than their own. An appreciation of the multicultural facets of our society and a greater understanding of the peoples around us is not something limited to a catechist who is teaching persons of a different racial or ethnic background.

“‘Inculturation must involve the whole People of God, and not just a few experts, since the people reflect the authentic *sensus fidei* which must never be lost sight of. Inculturation needs to be guided and encouraged, but not forced, lest it give rise to negative reactions among Christians. It must be an expression of the community’s life, one which must mature within the community itself and not be exclusively the result of erudite research.’ The thrust to incarnate the Gospel which is the specific task of inculturation requires the cooperation in catechesis of all who live in the same cultural condition – clergy, pastoral workers (catechists) and laity.” (GDC #206)

All racial and ethnic groups need to have a greater appreciation of the cultures other than their own. It is only when we see the values in others and appreciate them that we come to a greater love and respect for the human dignity of all.

Rite of Christian Initiation of Adults

The Rite of Christian Initiation of Adults was canonically approved by the National Conference of Catholic Bishops in November 1986 and confirmed by the Apostolic See by decree of the Congregation of Divine Worship in February 1987. As of September 1988, the use of the RCIA is mandatory in the dioceses of the United States of America.

The preferred approach for entry to the Catholic Church in the Diocese of Santa Rosa is through the process of the Rite of Christian Initiation of Adults. It is recommended that each parish develop and have in place a RCIA team. It is recommended that where possible, team members be sent to *Beginnings and Beyond*, the formation program offered by the North American Forum on the Catechumenate.

The Diocesan Office offers on-going opportunities for formation and consultation.

***Year-By-Year Religious Education
Scope & Sequence***

From *Catholic Parent*, September/October 2003

The topics introduced in religious education classes tend to follow a sequence that relates to children's social, intellectual and moral development.

Here are some examples:

Kindergarten: God's creation, including self as a creation of God

First Grade: Catholic identity: What it means to be Catholic, baptism as entry into God's family, the Church, introduction to the Mass, the Trinity.

Second Grade: Preparation for first celebration of the Sacraments of Reconciliation and Eucharist, more detailed study of the Mass.

Third Grade: The life of Christ, the Holy Spirit, the Christian community, the worldwide Catholic Church

Fourth Grade: Moral decision making, conscience formation. Ten Commandments & Beatitudes.

Fifth Grade: Detailed study of the seven sacraments, study of the saints and other Catholic traditions.

Sixth Grade: Study of the Bible and Salvation History.

Seventh Grade: Jesus, the Way, the Truth and the Light

Eighth Grade: The Church: Then and Now

PARENT ORIENTATION

Welcome – Prayer

Introductions

Why Are We Here?

- To welcome you into our parish family, if you are new in the community, and to welcome and re-acquaint returning parents.
- To give you a vision of and share the hopes and goals of our Religious Education Program with you
- To give you education and support in your role as a parent raising your children in the Faith of Catholics

Vision of Religious Education:

- Hope for families and children to become active Catholics
- Read from Book of Baptism (role of parents in spiritual growth of children – promises of parents at Baptism Ceremony)
- First year as prelude to faith growth as a person – First Communion should not be (last) communion.
- Faith development as a way of living in the world.
- Faith grows with education and experience (not just practice).
- Bringing your children to class weekly and Mass on Sunday's gives them education/experience.

Role of Catholic Parents:

- Role of parents in today's educational process (important – vital – key)
- Educational programs (overview – specific role for 1st grade to be developed next session)

Spiritual Growth:

Spiritual growth for children – parents – families will be a topic covered at another session. It is important to know that a Faith that is nurtured and growing will sustain you when you need strength and offer peace and much joy.

BREAK TO GET REFRESHMENTS AND BE SEATED IMMEDIATELY AT A TABLE FOR DISCUSSION. TABLES ARE LOCATED BEHIND DIVIDERS... PLEASE BEGIN YOUR DISCUSSIONS WHEN TABLE IS FULL. WE WILL GATHER TOGETHER FOR ANNOUNCEMENTS AND A CLOSING PRAYER. QUESTIONS CAN BE ADDRESSED FOLLOWING CLOSING PRAYER.

Discussion Table Questions:

Table Leader: Ask each person to share for 1-2 min only so everyone can have a chance to speak. If they want to skip – that's fine. (Keep dialogue moving)

1. What Church did you grow up in? Where? Who was there?
2. When & Where did you receive your First Holy Communion (or if not – have you attended a First Holy Communion Service – how was that?)
3. Who are you bringing into First Year Communion Preparation Class (Name, Age of Child)?
4. Do you have other children in the programs here?

EVERYONE WILL BE INVITED TO GATHER FOR ANNOUNCEMENTS AND CLOSING PRAYER. PEOPLE MAY STAY FOR QUESTIONS OR FELLOWSHIP WITH OTHER PARENTS.

Parent Meeting
FIRST GRADE LEVEL

Prayer

Welcome

Agenda:

What is my Child/Children Learning? How Can I Help Them?

- Books – Lessons – Prayers – Activity Books – Parents Pages
Relating lessons to life (ask questions, help them understand)

My Role as a Catholic Parent:

Includes all of the above and Being or becoming a role model:

Show them supportive material, read from Parent Tips, Children learn what they live, if they live with criticism, they will learn that, if they live with untruthfulness and wrong moral values, they will learn that, if they are not treated well, they will learn that and reflect that in their own relationships.

Our teachers are here to assist you with the faith development of your children. They are not in the home, they can teach information about the church, share their own faith and teach the children prayers and how Jesus wants them to live... but you as parents need to show them how to put this all together, how to nurture their faith life just as you nurture their physical life... by providing the resources they need to grow spiritually.

If you go to Mass and worship on Sundays they will go with you. If you kneel at Mass, they kneel... If you pray, so will they. If you pray at meals, they will learn the importance of giving thanks. If you take time to pray at bedtime, they will learn the importance of God in their lives and how you can draw your family closer together in times of need... That God is present in our lives and not only on Sundays. If you have made sports and other activities central to your child's life, it is important that your faith and church are included in that center... remember to put important church activities on your calendar.

DISCUSSION QUESTIONS:

What did I learn about my Faith?

As a child

As a teen

As an adult

What difference did it make in my life?

***Sample for:
Parent Meeting
FIRST GRADE LEVEL***

Prayer

Welcome

Agenda

Getting Ready for Children's First Classes

Getting Ready for Spiritual Growth

Cover briefly what the children are to be learning this first year.

What your teachers would like you to be doing, if you have not already begun:

- Teach them their prayers: Sign of the Cross; The Our Father; Hail Mary; Glory be to God; Act of Contrition; Prayers before meals, Bed Time spontaneous prayers

(Leader: We spoke of spiritual growth for you as parents so you could guide your children as you grow yourself. The relationship you have with God is what will influence the relationship your children develop. Your family spiritually is so much more important than you can even guess. We will now watch a 15-minute video on The God who Reconciles. Reconciliation is a repairing of broken relationships. Your children will get this information in their own terms later in the second year. This is for you.)

Video

Break for Refreshments

Gather at tables for Video Discussion

Announcements

Closing Prayer

Chapter 3

Catechist Formation

For information see:

California Catechetical Guidelines

Para información ver el

Lineamientos Catequéticos de California con Metas y Objetivos

Chapter 4

Sacramental Guidelines

For information see:

Diocesan Policy

Para información ver el

Política Diocesana

Chapter 5

Fingerprinting Guidelines Sexual Misconduct Policy

For information see:

Safe Environment Training

Para información ver el

Formación para un Ambiente Seguro

Chapter 6

Emergency Procedures

EMERGENCY PROCEDURES

DUTIES OF THE DRE/CRE:

1. In all emergencies it is the ultimate responsibility of the DRE/CRE or delegated staff member to guard the safety of the staff and students.
2. Appropriate emergency services (fire, police, etc) should be contacted immediately and drill procedures should be implemented.
3. Once the building has been evacuated, it should be secured against re-entry until its safety has been confirmed.
4. The utility companies (gas, electric, etc) should be notified, if any breaks or suspected breaks in power or water lines are detected.

DUTIES OF THE CATECHIST/ TEACHER

1. The catechist is responsible for the safety and supervision of the assigned children during all emergency procedures.
2. The professionalism and self-composure of the catechist is essential in maintaining an atmosphere of calm during an emergency.
3. The catechist should be familiar with prior to an emergency: the emergency / disaster plan as designed for their site. During an emergency the children will remain in the care of the catechist until they can be released to the designated individuals as instructed by the parents on the Emergency Release Form.

BOMB THREAT GUIDELINES

When a bomb threat is received, the primary concern of the DRE/CRE must be the safety of the children and volunteers in the building.

1. Immediately upon receiving a bomb threat, the following procedure shall be followed:
2. The police or sheriff is called. Police officers are instructed to respond to such calls without the use of sirens or red lights.
3. Wait for the police to arrive before a search is conducted. If a suspicious package, box or device is located and suspected of being a bomb, do not touch or move it. It will be the responsibility of the police to remove or deactivate it.
4. Evacuate the building immediately if threat indicates the bomb to be in the building.

EARTHQUAKE PROCEDURES

Effective January 1, 1985, the provisions of bill (AB 2786) outline emergency procedures to be generally practiced in most schools.

It requires a school earthquake emergency procedure that includes:

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff.
2. A drop procedure, which means an activity whereby each student and staff member, takes cover under a table or desk, dropping to his/her knees, with, the head protected by the area and the back to the windows.
3. Protective measures to be taken before, during and following an earthquake.
4. A program to ensure that the student and staff are aware of and properly trained in, the earthquake emergency procedure system.

Be sure your catechists know these procedures.

Before an Earthquake

Have the following items ready:

1. A few flashlights (with extra batteries).
2. A first aid kit and handbook.
3. A portable radio to receive emergency broadcasts (with extra batteries)
4. Pipe wrenches and crescent wrenches for gas and water lines.
5. Available supply of stored water and food.

During an Earthquake

1. If indoors, stay there. Get under a supported doorway, desk or table. Stay away from windows, bookcases and shelves.
2. If outside, stay outside. Get into the open. Get away from buildings or power lines.

After an Earthquake

1. Remain calm in the room until given clearance to move out into open space.
2. Check for injuries among students
3. Check utilities for fire hazards.
4. Do not touch downed lines or electrical wiring
5. Check for gas leaks; do not use electrical switches or appliances if gas leaks are suspected.

Students will remain in designated open areas until parents come for them, or until instructors are received from those authorities in charge.

27 Things to Help You Survive an Earthquake

Californians are constantly aware of the potential of an earthquake creating damage and creating dangerous conditions. So if we don't properly prepare, the next quake may cause greater personal damage than necessary. Each item listed below won't stop the next earthquake, but it may help you survive in a better way.

4 basics to do during An Earthquake

- 1) STAY CALM.
 - 2) Inside: Stand in a doorway, or crouch under a desk or table, away from windows or glass dividers.
 - 3) Outside: Stand away from buildings, trees, telephone and electric lines.
 - 4) On the road: Drive away from underpasses/overpasses; stop in safe area; stay in vehicle.
-

6 basics to do after An Earthquake

- 1) Check for injuries - provide first aid.
- 2) Check for safety - check for gas, water, sewage breaks, check for downed electric lines and shorts; turn off appropriate utilities; check for building damage and potential safety problems during after shocks such as cracks around chimney and foundation.
- 3) Clean up dangerous spills.
- 4) Wear shoes.
- 5) Turn on radio and listen for instructions from public safety agencies.
- 6) Don't use the telephone except for emergency use.

14 survival items to Keep on hand

- 1) Portable radio with extra batteries.
 - 2) Flashlight with extra batteries.
 - 3) First Aid Kit - including specific medicines needed for members of your household.
 - 4) First Aid book.
 - 5) Fire extinguisher.
 - 6) Adjustable wrench for turning off gas and water.
 - 7) Smoke detector properly installed.
 - 8) Portable fire escape ladder for homes/apartments with multiple floors.
 - 9) Bottled water - sufficient for the number of members in your household.
 - 10) Canned and dried foods sufficient for a week for each member of your household. Note: Both water and food should be rotated into normal meals of household so as to keep freshness. Canned goods have a normal shelf-life of one year for maximum freshness.
 - 11) Non-electric can opener.
 - 12) Portable stove such as butane or charcoal. Note: Use of such stoves should not take place until it is determined that there is no gas leak in the area. Charcoal should be burned only out of doors. Use of charcoal indoors will lead to carbon monoxide poisoning.
 - 13) Matches.
 - 14) Telephone numbers of police, fire and doctor.
-

3 things you need to know

1. How to turn off gas, water and electricity.
- 2) First Aid.
- 3) Plan for reuniting your family.

S a m p l e

EMERGENCY PREPAREDNESS

EMERGENCY FIRE DRILLS WILL TAKE PLACE ON THE FOLLOWING DATES:

Tuesday	November 7 th - 4:00
Wednesday	November 8 th - 4:00
Thursday	November 9 th - 4:00

At the beginning of the class take roll — write total of children and adults present. Also each week please write the number of people present in your class (include students and adults) on the upper right hand corner of the marker board. In the event evacuation is necessary, you should know exactly how many people should be in your group. Teacher or aid will keep roll book with them at all times.

EVACUATION PROCEDURES:

FIRE:

- 2 horn blasts will sound
- Teacher will line up students
- Exit in an orderly manner through assigned doors (see posted diagram)
- Walk to clear area — Students should hold hands — single file — to designated area for each grade level
- Teacher or aid should be responsible for taking a count of the students and reporting to DRE /CRE
- 1 horn blast will signal "all clear"
- Students will walk back to classrooms — holding hands — single file
- DRE/CRE will come to your area with a class list for you to check off names

EARTHQUAKE :

- Student should get under the tables — with faces toward the inside walls of the room (away from glass doors and windows)
- When shaking stops — 2 horn blasts will sound
- Proceed as for Fire Drill

IN EVENT OF OTHER EMERGENCY WHICH REQUIRES EVACUATION:

- 2 horn blasts will sound — proceed as for Fire Drill

A DIAGRAM OF DESIGNATED EXITS HAS BEEN POSTED IN EACH CLASS ROOM

IMPORTANT :REMAIN CALM AT ALL TIMES!!

To: Religious Education Parents

Emergency Preparedness

First Aid supplies are needed for each class, please send one or more of the _ms listed below with your children to class in the next couple of weeks. We would like all supplies in as soon as possible. These supplies have been recommended by Emergency Preparedness Teams. We have already had Earthquake and Fire Drills held by the Fire Department for all elementary grades last year with a follow-up this year. It is recommended to have Emergency Supplies on hand. We hope you can help with this project.

BASIC FIRST-AID-KIT ITEMS RECONNIENDED FOR EACH CLASS:

5 Boxes	Sterilized gauze squares (assorted sizes)
5 Rolls	Roller gauze (one, two, or three inches wide)
5 Pads	Plain absorbent gauze pads (eighteen inch or twenty four by seventy-two inches)
5 Boxes	Eyepads
10 Bandages	Triangular bandages – for slings
20 Boxes	Assorted sizes – Band-Aids
20 R o l l s	Adhesive Tape (one-half inch or one inch wide)
5 Pair	Small scissors
5 <u>Pair</u>	Tweezers
20	Thermometers (forehead type)
10 Packs	Tongue Depressors
10 Tubes	Petroleum Jelly or other lubricant
20 Tubes	Neo-Sporin/First Aid Cream
10 Packs	Large safety pins (steel type)
10 Bottles	Anti-bacterial soap (Hibiciens in squeeze bottle)
1 Bag	Latex safety gloves (10 or 20 per bag)
5	Instant Cold Compresses
5 Boxes	Antiseptic Towlettes
2 Bottles	Alcohol
1	Small portable radio (with batteries)
	Flashlights (with batteries)

BE PREPARED FOR THE UNEXPECTED

EMERGENCY / EARTHQUAKE INFORMATION

FAMILY NAME: _____

HOME PHONE: _____ WORK PHONE: _____

CHILD'S NAME: _____ GRADE _____

CHILD'S NAME: _____ GRADE _____

CHILD'S NAME: _____ GRADE _____

In the event of a major earthquake or disaster, your child/Children will be held on the school grounds and only be released to those adults listed below.

I HEREBY GIVE CONSENT FOR THESE PERSONS TO TAKE MY CHILD/REN HOME IF I AM UNABLE TO DO SO. I HAVE NOTIFIED EACH OF THEM REGARDING THIS PERMISSION.

Parent/Guardian Signature Date

(List two persons)

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

CHILDREN PICKED UP BY: _____

Signature
Date: _____ Time: _____

Emergency Staff/Volunteer Information

(Keep original in main office and a copy with student emergency forms)

Name: _____

Address: _____ Zip Code _____

Home Phone: _____ Cell Phone: _____

e-mail: _____

Emergency Contacts:

Name: _____

Address: _____ Zip Code _____

Home Phone: _____ Cell Phone: _____

Work Number: _____ e-mail: _____

Relationship: _____

Name: _____

Address: _____ Zip Code _____

Home Phone: _____ Cell Phone: _____

Work Number: _____ e-mail: _____

Relationship: _____

Insurance Carrier: _____

Group #: _____

Hospital: _____

Doctor's Name:

Doctor's Phone Number:

CODE OF SAFE PRACTICES

All employees shall follow these safety rules, render every possible aid to safe operations, and report all unsafe conditions or practices to their supervisor or the Program Administrator.

Supervisors shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.

Good housekeeping must be practiced at all times in all work areas.

Suitable clothing and footwear will be worn at all times. Personal protection equipment will be worn where needed.

All employees will participate in safety meetings scheduled for the various areas of assignment within the company

Anyone known to be under the influence of intoxicating liquor or drugs shall not be allowed on the job while in that condition.

Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees is prohibited.

Work shall be well planned and supervised to forestall injuries in the handling of heavy materials and in working with equipment.

No one shall knowingly be permitted or required to work while his ability or alertness is so impaired by fatigue, illness or other causes that it might unnecessarily expose him or others to injury.

Drinking while on the job is expressly forbidden.

Employees shall be alert to see that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the supervisor or Program Director.

Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor.

All injuries will be reported promptly to the Supervisor so that arrangements can be made for medical or first aid treatment.

When lifting heavy objects, use the muscles of the leg instead of the smaller muscles of the back. Shoes with thin or badly worn soles shall not be worn. Safety shoes shall be worn in areas so required.

Do not attempt to operate machinery or equipment without special permission, unless that is one of your regular duties.

Only designated operators will operate grass cutters and other specialized equipment.

Chapter 7

Insurance Permission Forms

(From the Diocese of Santa Rosa Employee Handbook)

Workers' Compensation Insurance Benefits

As required by law, the Diocese provides workers' Compensation insurance for all employees and volunteers. The Diocese pays the full cost of this coverage. For employees to receive benefits, the injury or illness must arise out of, or in the course of employment for the Diocese.

Workers' compensation benefits include partial payment of lost wages and/or payment for all required medical treatment. Wage benefits generally begin several days after the disability occurs. The insurance carrier, in accordance with California State Law, determines the benefit amount.

As workers' compensation wage benefits generally do not cover full salary, employees may use accrued sick leave and/or vacation for the difference between workers' compensation benefits and their salary. Once accrued sick leave and vacation are used, an employee will receive workers' compensation benefits only.

*Continuations of insurance benefits are as outlined under **Medical Leave** (in Employee Handbook). Sick leave and vacation will cease to accrue until the employee returns to active employment, at which time sick leave and vacation accrual will resume.*

Reporting Work Related Injury/Illness

*In the event of work-related injury or illness, employees are required to contact their supervisor **immediately**. This notification is necessary even if the injury/illness seems minor and/or no time is lost from work. This is necessary to ensure that any subsequent claim is handled correctly and to comply with legal reporting and record maintenance requirements. Supervisors should contact Diocesan insurance carrier as soon as there is knowledge of an employee injury/illness that is job related.*

Failure to immediately report such an injury or illness also may result in claim being denied by both the workers' compensation and our medical insurance companies.

Return to Work

Return to work from a work-related injury/illness will be addressed on a case-by-case basis. A letter from a physician, allowing the person to return to work, may be required. As is the case for all other medical leaves of absence, vacation and sick leave do not accrue while on workers' compensation leave.

Fraudulent Claims

While it is the Diocese's intention that employees who have legitimate claims will receive benefits due under workers' compensation, we also strongly support all laws designed to protect workers' compensation against fraudulent claims or fraudulent extension of claims. Workers' compensation is a valuable, but expensive benefit and we ask your help in protecting it by promptly reporting any evidence of fraudulent activity related to workers' compensation.

(Illness and Injury Prevention Program Handbook see Appendix B)

(From The Property/Casualty Insurance Handbook from Arthur J. Gallagher & Co)

WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY

As of November 13, 2003, the Diocese purchased Workers' Compensation and Employers' Liability coverage from United States Fidelity and Guaranty Co as required by law. All employees including private residence employees are covered, as are volunteers. There are no deductibles.

First Reports of Claims are handled by Gallagher Bassett Services

Toll Free #: 800/262.0810
Fax #: 916/929.4447
Direct #: 916/929.7561
Contact: Daniel Rider, claim Examiner
E-Mail: Daniel_rider@gbtpa.com

CLAIMS REPORTING

All claims are administered through Arthur J. Gallagher & Co.'s Claims Department. Initial reports are to be made by telephone to Arthur J. Gallagher & Co. at (415) 546-9300, and should be reported promptly and in no case later than 15 days from the date of occurrence or first knowledge of the loss. A written report using the claim forms provide to each church or agency is to follow immediately. It should be sent to Claims Department, Arthur J. Gallagher & Co., PO Box 7443, San Francisco, CA 94120-7443.

In emergency situations initial reports may be called directly to Michael Urick or Kathy Donley at the Chancery. Anyone involved in the process should have access to these numbers. Telephone notification and written reports will still need to be made to Arthur J. Gallagher & Co. as soon as practicable.

**Department of Religious Education
Diocese of Santa Rosa
PO Box 11592
Santa Rosa, CA 95406**

**REPORT OF ACCIDENT
RELIGIOUS EDUCATION PROGRAMS**

(Fill out this form and mail to the Diocesan Department of Religious Education)

Parish: _____

Address: _____

City/State/Zip: _____

Phone # _____

Name of Student: _____ Birth date: _____

Name of Parent/Guardian: _____

Address: _____

City/State/Zip: _____

Phone #: _____

Description of Accident: (use additional sheets if necessary)

Cause of Accident: _____

Date of Accident: _____ Time of Accident: _____

Were Parents Notified? _____ When? _____

Was treatment administered and by whom? _____

Describe treatment: _____

Was student sent home? _____ Who was supervising activity? _____

Signature: _____

Title: _____ Date: _____

**ACCIDENT GROUP MEDICAL & DENTAL INSURANCE
(PARTICIPANT ACCIDENT INSURANCE)**

This is DIOCESAN MANDATORY COVERAGE and applies to all participants in Parish Catechetical programs, lay teachers and their helpers during any *scheduled* Parish Catechetical program including travel (to and from) one hour before and one hour after each scheduled Catechetical event. It assists in the medical expenses incurred due to accidental bodily injury sustained by pupils and teachers. Participant Accident Insurance is a separate supplemental policy to the Property Liability Insurance paid by the parish. Paperwork will be mailed in October of the program year and needs to be returned promptly (no later than December 1) to the Department. (See samples)

Insurance Fee:

The stipulated accident fee is assessed annually according to the number enrolled in the program. The DRE/CRE or pastor forwards the total amount to cover insurance fees to the Department of Religious Education.

Procedure in Case of Accident:

When an individual is involved in an accident, the group leader/DRE/CRE or pastor should complete an accident report immediately after treatment or the event if feasible (24 hour maximum). This should occur whether or not the parents (individual) have other insurance to cover the costs. Any injury of a critical or serious nature should be reported promptly (master of accident report included in this section – please duplicate) to the Diocesan Department of Religious Education. The official insurance form (master included in this section) should also be submitted with any medical bills that you receive from the injury. As a necessary safeguard against any liability, which may subsequently arise, the parish should make no payments for medical or hospital costs.

Claim Inquiries:

Inquiries regarding claims should be directed to the Diocesan Department of Religious Education.
dre@srdiocese.org (707) 566-3366

SAMPLE

Memo

To: DREs/CREs
From: Sr. Olive Murphy
Date: 6/26/2012

Re: Parish Catechetical Program Insurance

It's that time of year again!!!

Enclosed is the form for Insurance for the upcoming programming year. Please return the completed form with payment before _____ Date _____. The premium continues to be \$0.25 per person for the year beginning September _____ Year _____.

Diocesan policy mandates this insurance. It is an accident policy, not a liability policy. Below is a brief summary of the coverage and limits of liability for your information.

COVERS: "Accident Group Medical and Dental Insurance provides coverage for medical expense for all the participants, teachers and their helpers during scheduled catechetical classroom instruction, including travel to and from the class."

COVERED GROUPS: All Catechetical Groups in the Diocese of Santa Rosa

LIMIT: \$15,000 per one accident.

DEDUCTIBLE: \$50.00

EXCLUSIONS: Subject to all terms, conditions, limitations, and exclusions in the policy

Thank you in advance for your cooperation. We look forward to serving you this coming year.

**Diocese of Santa Rosa
Department of Religious Education**

ACCIDENT INDEMNITY

Year: _____

MUST BE RETURNED TO OUR OFFICE BY:

Parish: _____

Address: _____

City: _____ Zip code: _____

Coordinator: _____ Phone #: _____

Email Address: _____

PLEASE INDICATE NUMBER OF PERSONS TO BE INSURED TO EACH PROGRAM

	Pre-School	Elementary	Jr. & Sr. High	Youth	GOF
Students					
Catechists					
Aids/Drivers					
Youth Leaders					
Others: Parents/ Chaperones					
TOTALS					

Total number to be insured: _____ x 0.25 per person

Total amount remitted: _____

Return to: Department of Religious Education
Diocese of Santa Rosa
PO Box 11592
Santa Rosa, CA 95406

ACCIDENT REPORT
DIOCESE OF SANTA ROSA

Accident occurred on (date) _____ at (time) _____ and took

Place at _____.

Person's Name: _____

Address: _____

Phone: _____

Name of Spouse or other relative: _____

And address (if different): _____

Describe what happened:

Describe how it happened:

Describe injuries or pain:

Action taken:

Type of help and time help arrived:

Witnesses Names: _____

Address: _____

Phone: _____

Reported by: _____

Address: _____

Phone: _____

Send original to: Gallagher Insurance Services, One Market, Spear Tower, Suite 200, San Francisco, CA 94105
Send copy to: Diocese of Santa Rosa, P.O. Box 11592, Santa Rosa, CA 95406

SPECIAL EVENTS / OUTSIDE USER LIABILITY INSURANCE PROGRAM

Enclosed are the current instruction form and applications.

Please NOTE it is imperative to use these new forms that became effective October 1, 2004. Please throw away all old forms.

The new applications are necessary to include the charge for Terrorism Coverage. Previously, the insurance carrier included the coverage at no additional premium. However they are now charging for it. The rate is .038 of the premium. The premiums on the application have the charges built into the amounts shown.

Please feel free to photo copy the applications or call Arthur J. Gallagher & Co for more copies.

Please see the flow chart for guidance to needed insurance forms for individual or organizations that request use of parish facilities. In the same vein, if your program needs to rent space at another diocesan facility, you will need to complete the 'PROOF OF INSURANCE form'.

YOUTH GROUP ACTIVITIES AND FIELD TRIPS
LOSS CONTROL BULLETIN 93-1

JANUARY 21, 1993

Prevention of insurance losses is important to the diocese, parish and its people. First, the pain, suffering, and inconvenience that may accompany accidents are reduced. Second, minimizing losses acts directly to helping to reduce insurance premiums. Every extra dollar paid in premiums due to preventable losses is a dollar unavailable to provide resources to your parish programs.

The following recommendations are intended to, along with your good sense; help prevent losses in parish or school youth activities.

SUPERVISION:

Guidelines for appropriate and inappropriate behavior or activities should be clearly explained and distributed in written form prior to the start of an event. See the enclosed Code of Behavior as an example of a policy that you have the youth sign BEFORE the event occurs.

If you are anticipating any type of youth activity including overnight stays, be sure to plan ahead for proper supervision and accommodations.

CHAPERONS

- Chaperons MUST be 21 years old, preferably 25 years or older.
- Generally, one chaperon should be provided for every 5 to 10 participants.
- A minimum of 2 chaperons should attend any parish or school sponsored event.
- Both male and female chaperons should supervise co-ed events and field trips.
- No chaperon should be alone with a Field Trip Participant at any time (other than a parent with his or her own child).
- No Alcoholic beverages may be consumed by any chaperon during a field trip.
- Adult chaperons or participants should fill out and submit a "Waiver and Release" Form (please see attached forms) .

PERMISSION SLIPS

Standard parental permission and emergency medical treatment authorization forms (please see attached forms) should be filled out and submitted for all youth activities and field trips for participants under the age of 18. No exceptions should be made.

Participants over the age of 18 should fill out and submit a "Waiver and Release" form. The destination, activities, time frames and method of transportation must be specified.

TRANSPORTATION (see included Transportation Policy for more info)

CHARTERED TRANSPORTATION

Use of chartered transportation with drivers provided is preferable.

The charter company must provide certificates of Insurance. Liability limits of \$1,000,000 to \$5,000,000 will be required depending on the size of the group transported. Please alert the Insurance Administrators 60 days prior to using chartered transportation to insure fulfillment of diocesan requirements.

Use of Private Automobiles for transporting large groups in field trips should be avoided whenever possible.

USE OF EMPLOYEE OR VOLUNTEER OWNED VEHICLES

- Reduce transportation services to the absolute minimum.
- Drivers **MUST** be at least 25 years of age. All drivers should be screened carefully. Age and health, as well as, physical and mental conditions should be considered (see “Volunteer Driver Form”)
- Drivers must have a valid, unrestricted driver’s license. A copy of each driver’s license should be kept on file.
- The driver should carry liability insurance on the vehicle to be used. This is a key element since the insurance carried by the driver will typically be used up before the Diocesan Insurance comes into play. These coverage’s are shown on the declaration page of the individual insurance policy. A copy of the current declaration of coverage, along with a copy of the Driver’s License should be maintained on file in the parish (or Religious Education) office.
- One seat belt must be provided for and used by each vehicle occupant.
- No private (non-chartered) vehicle, including vans, with more than nine seats should be used. Additionally, no one should ride in the bed of pick-up trucks.
- Do not allow volunteers to drive diocesan vehicles
- Only designated employees should be allowed to drive diocesan vehicles.

HIGH RISK ACTIVITIES TO BE AVOIDED

Every parish-sponsored event creates a liability for the diocese. Before planning parish functions, we encourage you to balance the benefits anticipate with the unavoidable liabilities. Some activities create such a great liability that they cannot be justified. Sponsorship or involvement in following activities should be avoided.

- Raft, kayak, canoe or similar trips;
- Water and snow skiing;
- Boxing or wrestling matches, martial arts, etc;
- Use of dunk tanks;
- Firework sales and displays;
- Any event involving motorcycles or ‘all terrain vehicles’;
- Any event involving livestock;
- Use of trampolines;
- Mountaineering and rock climbing;
- Hayrides
- Mechanical bulls;
- Any event involving aircraft, including ‘hot air balloon’ rides;
- Use of watercraft in general.

If you are considering participation in any of the above activities, or other unusual activities, permission should be given by the Chancery Office Insurance Department before planning begins.

PLAN FOR THE UNEXPECTED

Develop written plans for:

- Emergency reporting and evacuation
- Emergency medical aid
- First aid
- What to do in case an individual (participant or team member) is missing.

Post or circulate emergency plans and telephone numbers.

Make sure your team is qualified to administer first aid.

Make sure you have diocesan accident reporting forms.

Sample CODE OF BEHAVIOR

Welcome to the _____ (*event*). You are expected to represent your parish, school, and Diocese during your time to, in and from the _____ (*event*). Please offer your full attention and participation to the events, so you may have the best experience possible. Remember that you are a witness for your church to the people you will encounter as part of _____ (*event*). We know you will display maturity, responsible leadership, and character to any and all participants at the _____ (*event*).

SOME RULES...

- Parish/School adult chaperones and leaders are responsible for the actions of the members of their group. Each Parish/School accepts full responsibility for any damage or theft caused by members of their group while attending _____ (*event*).
- Adults in each delegation are to help enforce this Code of Behavior and set an example for all youth.
- _____ (*Event*) participants are expected to be present at all activities. No late arrivals or early dismissals can be accepted without prior notification to the Event Director (except in the case of illness or emergency)
- All participants are expected to refrain from inappropriate behavior or speech during _____ (*event*).
- The purchase, possession or consumption of beer, wine, or other alcoholic beverages by minors, the possession or use of weapons, and the possession or use of illegal drugs by any individual will not be tolerated. Failure to comply with these rules will mean immediate dismissal from the _____ (*event*). Individuals may also be subject to a fine or jail term.
- While we encourage participants to refrain from smoking, participants are asked to abide by all building policies with regarding to smoking and non-smoking areas.
- Once at _____ (*event*), no participant may leave unless accompanied by a chaperone or parent.
- Parking lots are off limits during _____ (*event*) hours unless accompanied by a chaperone.
- Once _____ (*event*) has begun, participants should remain in the buildings contracted for use by _____ (*event*). Hang out areas will be provided during free time.
- Visitors who are not participating in _____ (*event*) will not be allowed into any function relating to _____ (*event*) including _____ (*list all events*) unless the Event Director gives prior approval.
- Participants are asked to respect each other's privacy by staying with their assigned room groups. No changes may be made without prior approval from the Event Director.
- Participants are required to wear their name badges at all times to insure their entrance into all Events.
- Participants are asked to respect the property, culture and personalities of other people and to exhibit appropriate behavior in word and action throughout the weekend.

BEHAVIOR AGREEMENT

ALL PARTICIPANTS (youth, young adults and adults) must read and sign this Behavior Agreement. The Event Director will keep this copy of the agreement on hand throughout the _____ (event)_____.

I agree to represent my parish and/or school and the Diocese of Santa Rosa in a manner, which gives credit to the values and beliefs of the Catholic Church.

I agree to abide by the rules of the _____ (event)_____ and the policies of the Diocese of Santa Rosa as outlined in the Code of Behavior.

I agree to be held responsible for my actions during the _____ (event)_____ (give dates).

I agree to the consequences for breaking the rules outlined in the Code of Behavior. If I am dismissed, I understand that my parent/guardian will be notified and asked to pick me up immediately from the _____ (event)_____.

I agree to be witness to my peers and others of my Catholic Faith and will try to share my faith with those I meet.

I agree to be respectful of other people and cultures, remembering that it is within our diversity of experience that we are truly Catholic.

I agree to be open to the Holy Spirit throughout my _____ (event)_____ experience, allowing the Spirit to guide me in experiencing all that _____ (event)_____ has to offer.

I agree to listen for God's voice in my prayer, meeting new people, learning more about my faith, and opportunities for service.

Signature of Participant: _____ **Date:** _____

FOR PARENT/GUARDIAN OF PARTICIPANTS UNDER 18 YEARS OF AGE:

I have read the Behavior Agreement and the Code of Behavior for _____ (event)_____, participants. My signature below is my agreement to the terms set forth in the event my daughter/son is dismissed from the _____ (event)_____.

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

{EVENT}
Adult Leader Contact Information

Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone: () _____ Work Phone: () _____

E-mail Address: _____

Parish: _____

Emergency Contact Name(s): _____

Emergency Contact Phone Numbers: _____

Physician Name: _____ Phone: _____

Name of Health Insurance & Membership Number: _____

Allergies: _____

Medications Currently Being Taken: _____

Persistent Medical Conditions Staff Should Be Aware Of: _____

Do you prefer Vegetarian Meals? Please circle one. YES NO

Please specify dietary restrictions: _____

T-shirt Size: (circle one) S M L XL XXL

DIOCESE OF SANTA ROSA
ADULT WAIVER & RELEASE FORM

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

HOME PHONE: () _____ BIRTHDATE: _____

PURPOSE: _____

LOCATION: _____

DATE OF PROGRAM: _____ ARRIVAL TIME: _____ RETURN TIME: _____

MEDICAL RELEASE: *I hereby warrant and represent that I am physically fit and capable of taking part in the activities of this program. I make this warranty and representation on the basis of advice given me by a duly licensed medical doctor. I hereby authorize the diocesan representative to consent to whatever medical or surgical treatment may be considered necessary or advisable by the physician or nurse in attendance and treating such injuries.*

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power on the part of my agent to give specific consent for any and all such diagnosis, treatment or hospital care which the aforementioned physician or nurse in the exercise of his/her best judgment may deem advisable. This authorization is given pursuant to the applicable provisions of the Family Code of California and the Health Code of California.

I warrant and represent that I am eighteen years of age, or over. Upon request I will produce satisfactory proof of such fact. I hereby authorize the making of photographs, motion pictures, video tapes, recordings, or other memorializing of this program and my participation therein, and the publication or other use thereof. I hereby waive any right to compensation therefore or any right that I might otherwise have to limit or control such making or use.

RELEASE OF CLAIMS AGAINST THE DIOCESE OF SANTA ROSA AND _____
(Parish/School Name)

I have voluntarily applied to participate in the above-identified field trip. I understand that there are risks in my presence, transportation, and participation in this diocesan-sponsored program. I HEREBY AGREE TO ASSUME ANY AND ALL RISK OF BODILY INJURY, DEATH, OR PROPERTY DAMAGE, ARISING OUT OF, OR CAUSED BY MY PRESENCE AND PARTICIPATION IN THIS PROGRAM. I HEREBY RELEASE THE PARISH/SCHOOL, DIOCESE OF SANTA ROSA, AND ANY OF ITS AFFILIATED ORGANIZATIONS, AGENTS, EMPLOYEES, FROM ALL ACTIONS OR CLAIMS THAT I, MY HEIRS AND/OR LEGAL REPRESENTATIVES NOW HAVE OR MAY HEREAFTER HAVE FOR BODILY INJURY, DEATH, AND PROPERTY DAMAGE RESULTING FROM MY PARTICIPATION IN THIS PROGRAM.

I HAVE CAREFULLY READ THIS AGREEMENT AND AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE PARISH/DIOCESE OF SANTA ROSA AND I SIGN IT OF MY OWN FREE WILL.

BEHAVIOR EXPECTATIONS: *I agree that the supervising personnel have the right at their discretion to enforce the established rules of conduct, and I agree to cooperate and conform with directions of the supervising personnel.*

SIGNATURES:

Signature: _____ Date: _____

Please print name: _____

DSRAW/R

DIOCESE OF SANTA ROSA
{EVENT} Participant Information

Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone: (_____) _____

E-mail Address: _____

Parish: _____

School: _____ Grade: _____

Emergency Contact Name(s): _____

Emergency Contact Phone Numbers: _____

Physician Name: _____ Phone: _____

Name of Health Insurance & Membership Number: _____

Allergies: _____

Medications Currently Being Taken: _____

Persistent Medical Conditions Staff Should Be Aware Of: _____

Do you prefer Vegetarian Meals? (Circle one) YES NO

Please specify dietary restrictions: _____

T-shirt Size: (circle one) S M L XL XXL

DIOCESE OF SANTA ROSA PARENTAL CONSENT FORM
{EVENT}

I/we the undersigned request that my/our child be permitted to participate in the activity named below.

AGENCY NAME & ADDRESS: _____

ORGANIZATION: _____ SUPERVISOR NAME: _____

CHILD'S NAME: _____ GRADE: _____

MODE OF TRANSPORT: _____ DESTINATION: _____

PURPOSE: _____

DATE OF TRIP: _____ ARRIVAL TIME: _____ RETURN TIME: _____

MEDICAL RELEASE: *I understand that every effort will be made to contact me in the event of any accident or injury to my child, but in the event that I cannot be reached, I hereby authorize the diocesan representative to consent to whatever medical or surgical treatment may be considered necessary or advisable by the physician or nurse in attendance and treating such injuries.*

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power on the part of my agent to give specific consent for any and all such diagnosis, treatment or hospital care which the aforementioned physician or nurse in the exercise of his/her best judgment may deem advisable. This authorization is given pursuant to the applicable provisions of the Family Code of California and the Health Code of California.

RELEASE OF CLAIMS AGAINST THE DIOCESE OF SANTA ROSA & _____
(Parish/School Name)

As Parent/Guardian, I have voluntarily applied, on behalf of my child, to participate in the above-identified field trip. I understand that there are risks in my child's/ward's presence, transportation, and participation in this diocesan-sponsored program. I HEREBY AGREE ON BEHALF OF MY CHILD TO ASSUME ANY AND ALL RISK OF BODILY INJURY, DEATH, OR PROPERTY DAMAGE, ARISING OUT OF, OR CAUSED BY MY CHILD'S/WARD'S PRESENCE AND PARTICIPATION IN THIS FIELD TRIP. I HEREBY RELEASE THE PARISH/SCHOOL, DIOCESE OF SANTA ROSA, AND ANY OF ITS AFFILIATED ORGANIZATIONS, AGENTS, EMPLOYEES, FROM ALL ACTIONS OR CLAIMS THAT MY CHILD, MY CHILD'S HEIRS AND/OR LEGAL REPRESENTATIVES NOW HAVE OR MAY HEREAFTER HAVE FOR BODILY INJURY, DEATH, AND PROPERTY DAMAGE RESULTING FROM MY CHILD'S PARTICIPATION IN THIS FIELD TRIP.

I HAVE CAREFULLY READ THIS AGREEMENT AND AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF ON BEHALF OF MY CHILD, AND THE PARISH/DIOCESE OF SANTA ROSA AND I SIGN IT OF MY OWN FREE WILL.

BEHAVIOR EXPECTATIONS: *I agree that the supervising personnel have the right at their discretion to enforce the established rules of conduct, and I agree to direct my child to cooperate and conform with directions of the supervising personnel.*

SIGNATURES:

Parent/Guardian Signature: _____ Date: _____

Please print name: _____ Phone: _____

Chapter 8

Injury and Illness Prevention Program

See your local parish for its policies and additional information

**Consulte a su parroquia local
para sus políticas y la información adicional**

ACCIDENT REPORT
DIOCESE OF SANTA ROSA

Accident occurred on (date) _____ at (time) _____ and took

Place at _____.

Person's Name: _____

Address: _____

Phone: _____

Name of Spouse or other relative: _____

And address (if different): _____

Describe what happened:

Describe how it happened:

Describe injuries or pain:

Action taken:

Type of help and time help arrived:

Witnesses Names: _____

Address: _____

Phone: _____

Reported by: _____

Address: _____

Phone: _____

Send original to: Gallagher Insurance Services, One Market, Spear Tower, Suite 200, San Francisco, CA 94105
Send copy to: Diocese of Santa Rosa, P.O. Box 1297, Santa Rosa, CA 95402

Chapter 9

Transportation Guidelines

Diocese of Santa Rosa

Transportation Guidelines and Policies

Transportation should be provided by charter transportation services whenever feasible. The charter service must have appropriate insurance, hold harmless, and indemnity provisions.

If charter service is not appropriate or available, and/or it is an emergency the following policies apply:

POLICIES

It is highly recommended that the use of a personal vehicle of a volunteer and/or employee not be used to transport children. No driver may drive on behalf of the diocese unless they are authorized prior to the time of the trip. However in **case of an emergency** the following policy should be adhering to:

1. Driver Selection: At a minimum all drivers will:

- Be at least 25 years of age.
- Have driven in the United States with a valid driver's license for 5 years or more.
- Have no physical or mental health condition that would adversely affect their ability to safely drive a vehicle. Provide a copy of their valid driver's license.
- Provide written proof of primary insurance on the vehicle to be used with minimum coverage of
\$100,000 bodily injury per person
\$300,000 bodily injury per accident maximum
\$50,000 property damage per accident
- Attest that they own or lease the vehicle (i.e. no borrowed vehicle to be used).
- Every driver for an off campus trip will receive a written emergency plan including what to do and who to call in case of accident.
- A staff person will verify that the vehicle being used is the vehicle listed on the Volunteer Driver Form.

2. Vehicle Selection: Driver Will:

- Only drive vehicle designed to carry 10 or fewer occupants including driver.
- Attest that their vehicle is in good running condition (tires, seat belts, inside cleanliness, etc.).
- Attest that a seat belt is available for and will be used by every occupant, and that child restraints will be used as required by law.
- Attest that all children 12 years and younger will ride in the back seat.
- Attest that there will be no smoking or alcohol in the vehicle during this trip.

3. Route Plan (when appropriate):

School or parish will provide a written route plan with approximate driving times to each driver - the volunteer driver will attest that they will follow this route and not make detours or additional errands or destinations as part of this trip.

Paper Work to be completed and on file in the office of entity

1. Copy of valid driver's license.
2. Proof of primary vehicle insurance with coverage as specified in 1. bullet # 5.
3. Volunteer Driver's Checklist signed and dated by driver and reviewed for completeness by an administrator or their designee.
4. The administrator or designee should allow time prior to the event to verify the vehicle to make certain it is the vehicle described on the form.
5. Copy of emergency or accident plan for each trip with what to do and who to call (also provided to drivers).
6. Permission slips with emergency information for each child will be provided to drivers.
(Original in office and a copy to driver to use in case of accident or sudden illness)

DIOCESE OF SANTA ROSA

VOLUNTEER DRIVER FORM - DSRT 3

THANK YOU for volunteering to drive others for our school parish or other diocesan entity sponsored activity

To insure the highest safety for all making this trip, please review the criteria for driver and vehicle and, if you and your vehicle meet all the criteria, complete this form and return it to our office. Please provide a copy of your driver's license and your vehicle insurance certificate or declaration page with limits of coverage and attach them to this form.

Trip Information (to be completed by entity office)

***Dates can be for specific trip or for specified school year or parish season with separate attachments for individual trip

Date of Trip: _____ Entity: _____

Purpose of Trip: _____ From: _____ To: _____

Driver & Vehicle Information:

Name of Driver: _____

Vehicle Year, Make, Color & Model: _____ License: _____ St: _____

Please respond to each item with a **yes** or **no** answer.

YES/NO

_____ I am 25 years of age or older.

_____ I have a valid California driver's license.

_____ I have been driving in the United States with a valid driver's license for 5 years or more.

_____ I have no physical or mental condition which would adversely affect my ability to safely drive a vehicle.

_____ I have had no moving violations or at-fault accidents in the past 3 years.

_____ I own or lease the vehicle

_____ I will be driving for this trip.

_____ I have primary insurance on my vehicle with minimum coverage of:
\$100,000 bodily injury per person.
\$300,000 bodily injury per accident
\$ 50,000 property damage per accident

YES/NO

- _____ I understand that, in the event of an accident while on an (parish/school) related activity, any claims will be tendered to my personal automobile insurance company, and my insurance is primary.

- _____ My vehicle is designed to carry 10 or fewer occupants.

- _____ My vehicle is in good running condition.

- _____ My vehicle has a seat belt available for each occupant and seat belts will be used by every occupant and child restraints as required by law will be used.

- _____ No child 12 years of age or younger will ride in the front seat.

- _____ Child restraints will be used as required by law.

- _____ There will be no smoking and no alcohol in the vehicle during this trip.

- _____ I have a copy of the written emergency plan for this off campus trip that includes what to do and who to call in case of an accident. (to be provided by school or parish administrators)

- _____ I will not make detours or additional errands or destinations a part of this trip.

Signed _____ Date: _____
Volunteer

Reviewed for completeness by Director/Coordinator:

Signed: _____ Date: _____
Director/Coordinator

DIOCESE OF SANTA ROSA — DSRT 4P
FIELD TRIP PARENTAL CONSENT FORM

I/we the undersigned request that my/our child be permitted to participate in the activity named below.

Parish Name & Address: _____

Organization: _____ **Program Director/Coordinator:** _____

Child's Name: _____ **Grade:** _____

Mode of Transport: _____ **Destination:** _____

Purpose: _____

Date of Trip: _____ **Departure Time:** _____ **Return Time:** _____

Special Instructions:

MEDICAL RELEASE

I understand that every effort will be made to contact me in the event of any accident or injury to my child, but in the event that I cannot be reached, I hereby authorize the school representative to consent to whatever medical or surgical treatment may be considered necessary or advisable by the physician or nurse in attendance and treating such injuries.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power on the part of my agent to give specific consent for any and all such diagnosis, treatment or hospital care which the aforementioned physician or nurse in the exercise of his/her best judgment may deem advisable. This authorization is given pursuant to the applicable provisions of the Family Code of California and the Health Code of California.

RELEASE OF CLAIMS AGAINST THE DIOCESE OF SANTA ROSA AND

(Parish Name)

As Parent/Guardian, I have voluntarily applied, on behalf of my child, to participate in the above-identified field trip. I understand that there are risks in my child's/ward's presence, transportation, and participation in this parish-sponsored program. I HEREBY AGREE ON BEHALF OF MY CHILD TO ASSUME ANY AND ALL RISK OF BODILY INJURY, DEATH, OR PROPERTY DAMAGE, ARISING OUT OF, OR CAUSED BY MY CHILD'S/WARD'S PRESENCE AND PARTICIPATION IN THIS FIELD TRIP. I HEREBY RELEASE THE PARISH, DIOCESE OF SANTA ROSA, AND ANY OF ITS AFFILIATED ORGANIZATIONS, AGENTS, EMPLOYEES, FROM ALL ACTIONS OR CLAIMS THAT MY CHILD, MY CHILD'S HEIRS AND/OR LEGAL REPRESENTATIVES NOW HAVE OR MAY HEREAFTER HAVE FOR BODILY INJURY, DEATH, AND PROPERTY DAMAGE RESULTING FROM MY CHILD'S PARTICIPATION IN THIS FIELD TRIP.

I HAVE CAREFULLY READ THIS AGREEMENT AND AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF ON BEHALF OF MY CHILD, AND THE PARISH/DIOCESE OF SANTA ROSA AND I SIGN IT OF MY OWN FREE WILL.

BEHAVIOR EXPECTATIONS

I agree that the supervising personnel have the right at their discretion to enforce the established rules of conduct, and I agree to direct my child to cooperate and conform with directions of the supervising personnel.

SIGNATURES:

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

Please Print Name: _____ **Phone:** _____

DIOCESE OF SANTA ROSA — DSRT 4 S
FIELD TRIP PARENTAL CONSENT FORM

I/we the undersigned request that my/our child be permitted to participate in the activity named below.

School Name & Address: _____

Organization: _____ **Program Director/Coordinator:** _____

Child's Name: _____ **Grade:** _____

Mode of Transport: _____ **Destination:** _____

Purpose: _____

Date of Trip: _____ **Departure Time:** _____ **Return Time:** _____

Special Instructions:

MEDICAL RELEASE

I understand that every effort will be made to contact me in the event of any accident or injury to my child, but in the event that I cannot be reached, I hereby authorize the school representative to consent to whatever medical or surgical treatment may be considered necessary or advisable by the physician or nurse in attendance and treating such injuries.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power on the part of my agent to give specific consent for any and all such diagnosis, treatment or hospital care which the aforementioned physician or nurse in the exercise of his/her best judgment may deem advisable. This authorization is given pursuant to the applicable provisions of the Family Code of California and the Health Code of California.

RELEASE OF CLAIMS AGAINST THE DIOCESE OF SANTA ROSA AND

(Parish Name)

As Parent/Guardian, I have voluntarily applied, on behalf of my child, to participate in the above-identified field trip. I understand that there are risks in my child's/ward's presence, transportation, and participation in this parish-sponsored program. I HEREBY AGREE ON BEHALF OF MY CHILD TO ASSUME ANY AND ALL RISK OF BODILY INJURY, DEATH, OR PROPERTY DAMAGE, ARISING OUT OF, OR CAUSED BY MY CHILD'S/WARD'S PRESENCE AND PARTICIPATION IN THIS FIELD TRIP. I HEREBY RELEASE THE PARISH, DIOCESE OF SANTA ROSA, AND ANY OF ITS AFFILIATED ORGANIZATIONS, AGENTS, EMPLOYEES, FROM ALL ACTIONS OR CLAIMS THAT MY CHILD, MY CHILD'S HEIRS AND/OR LEGAL REPRESENTATIVES NOW HAVE OR MAY HEREAFTER HAVE FOR BODILY INJURY, DEATH, AND PROPERTY DAMAGE RESULTING FROM MY CHILD'S PARTICIPATION IN THIS FIELD TRIP.

I HAVE CAREFULLY READ THIS AGREEMENT AND AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF ON BEHALF OF MY CHILD, AND THE PARISH/DIOCESE OF SANTA ROSA AND I SIGN IT OF MY OWN FREE WILL.

BEHAVIOR EXPECTATIONS

I agree that the supervising personnel have the right at their discretion to enforce the established rules of conduct, and I agree to direct my child to cooperate and conform with directions of the supervising personnel.

SIGNATURES:

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

Please Print Name: _____ **Phone:** _____

Chapter 10

Media and DVD Catalog

MEDIA CENTER

The Diocesan Office of Religious Education has an extensive Media Center. Video, Audiocassettes, magazines and books are all available for a nominal fee. There is a complete catalog of Videos included in this handbook. Additional copies are available for \$5.00/each. A catalog of print media is being compiled.

For reservations and information, please call the Religious Education Office, (707) 566-3366.

POLICIES:

The Media Center of the Department of Religious Education was developed to serve the needs of the Santa Rosa Diocese. It is necessary to collect fees, as well as to limit the rental period of materials. The fees allow us to expand and maintain our holdings; the limited rental period allows for maximum usage throughout the Diocese.

PREVIEWS:

Previewing of materials is available in the Media Center. Please make an appointment to preview materials. **We do not loan materials for previewing.**

ORDERING:

Materials may be ordered in writing or by phoning the Department during office hours. When ordering please use the format: **label** and title of the item. Please include the dates of intended use.

RENTAL

THE USUAL RENTAL PERIOD FOR MATERIALS IS 7 DAYS. This allows time for pick up, review, use and return. Materials may be picked up and returned to the office Monday through Friday from 9:00am to 4:00pm. In the case of parishes beyond the immediate area, materials are sent via mail and the rental period is extended to 10 days to allow for the extra travel time.

DAMAGES AND LOSSES

All Damages and losses are charged to the user. This does not include general wear and tear on the materials. If materials need to be replaced because of damage, the entire cost will be charged to the user. If you return material in poor condition, please call it to our attention. Study guides must be returned with the material.

CHARGES

At this time, there is a \$5.00 charge for the use of all videocassettes. If the charge is not paid at the time the video is returned, the parish will be billed. Please pay invoices promptly. Parishes with outstanding balances will not be able to rent videos until the outstanding balance is paid.

AGE GROUPS

PS Preschool

P Primary (Grades 1, 2, 3)

I Intermediate (Grades 4, 5, 6)

J Junior High (Grades 7, 8, 9)

S Senior High (Grades 10, 11, and 12)

A Adult

