



DIOCESE OF BATON ROUGE
CATHOLIC **E**DUATION **T**RUST **F**UND

FUNDING YEAR – 2021 ~ 2022

Dear Pastors,

The *Catholic Education Trust Fund* (CETF) application opens March 1, 2021. **Application deadline is April 15, 2021.**

How to Apply?

- The application is downloadable at <https://diobr.org/cef>. Please have your representative complete print, complete, and sign the form. Forms may be submitted by Scan & Email to ddow@diobr.org or by US Mail/In-person delivery to:

Office of Evangelization & Catechesis
Attn: Dina Dow
P.O. Box 2028,
Baton Rouge LA 70821

History of the Fund

The *Trust Fund* has provided supplemental support to parishes and apostolates for over 20 years. Funds have served catechetical programs, initiatives, salaries, professional development, and religious education for lay formation in parishes and schools, as well as provided technology improvements used in the implementation process.

Q & A

The *CETF Q & A* document [see page 2] will help answer any questions you may have as you discern the needs of your parish or apostolate. The criteria and objectives create a path for development and expansion of catechesis and evangelization for all ages.

Recommendations for Use

We highly encourage investing in your professional staff and volunteer catechists through enrollment in Adult Formation Courses to support their continued faith formation and completion of Religious Education Certification, *Certificate in Catholic Theology & Catechesis* and/or higher education. Options include:

- **Ministry & Theology** Basic and Intermediate Certification Courses (Diocesan MAT I & II);
- **Certification in Catholic Theology & Catechesis** for career catechists, directors of religious education, schoolteachers, and individuals who want to better understand and teach their faith. (Fran-U <https://fran.edu/academics/academic-programs/catholic-theology-and-catechesis-certificate>)
- Undergraduate Degrees as well as Graduate Degrees in Theology from universities, either in-person or online
- On-line courses/training offered through various resources such as Word on Fire Institute, Augustine Institute, Catechetical Institute and **new this year...**
 - **FORMED.org** for existing parish subscribers
 - **Internship in Spiritual Direction**, partnership of Diocese of Baton Rouge, Fran-U, Archdiocesan Spirituality Center
- Professional development for your office staff, to maintain salaries, as well as give the ability to offer new and innovative programs.

The total amount of funds available for the 2021-2022 Fiscal Year is \$46,658.25. **The April 15, 2021 deadline is firm for this process.** I strongly encourage you to take full advantage of this opportunity. We are just a phone call or email away to assist you. Thank you for your vocation!

In peace,

Dina D. Dow, Director
Office of Evangelization & Catechesis

CATHOLIC EDUCATION TRUST FUND Q & A

Diocese of Baton Rouge



When was the CETF established?

- The Catholic Education Trust Fund was established in 2000 through the generosity of the *Campaign for Tomorrow*.

What are the priorities of the Fund?

- For situations involving areas of ministry that are under-resourced, it serves initiatives which have a specific pastoral-catechetical plan with identified goals for the intended beneficiaries

Who is eligible?

- The grant funding is awarded to parishes and approved Church ministries and apostolates.
- The funds are divided between the schools and the parishes.
 - The *Catholic Schools Office* is responsible for distribution of funds for schools
 - The *Office of Evangelization & Catechesis* is responsible for the distribution of funds to Catholic parishes and approved ministries.

What are the criteria?

The CETF was created to EDUCATE, ENRICH, EMPOWER and ENGAGE with these objectives in mind:

- Compatibility with the overall objectives of the Catholic Education Trust Fund
- Feasibility in terms of leadership and plan
- Significance in terms of importance of the issue being addressed
- The project/proposal's potential success
- This Trust Fund will not fund general debt reduction

What are the objectives?

- **SALARIES:** To assist Parish Schools of Religion in the Diocese of Baton Rouge to maintain equitable salaries.
- **DEVELOPMENT:** To enable Parish Schools of Religion in the Diocese of Baton Rouge to provide adequate in-service and professional development for their staff.
- **LAITY FORMATION:** To provide religious education opportunities for the increasing number of laity now serving formation ministries.
- **PROGRAMS:** To assist Catholic Parish Schools of Religion and Catechetical programs in the Diocese of Baton Rouge to initiate special/ creative/innovative programs.

Who completes the application for our parish/approved ministry?

Directors of Religions Education and directors of approved apostolates should apply in consultation with their pastor or chaplain.

How can I apply?

- Applications are available online at <https://diobr.org/cetf>
- Please download the application to complete.

When is my application due?

- DEADLINE for application is **Wednesday, April 15, 2021**

What do I include with the completed Application?

- *Letter of Support* signed by the Pastor or Chaplain
- *Projected Budget for Funding*

How do I submit the completed application?

Option One: Scan then email the completed application to ddow@diobr.org

Option Two: Mail or hand deliver the completed application to:

Mail to:

Mrs. Dina Dow, Director
Office of Evangelization & Catechesis
P.O. Box 2028
Baton Rouge, LA 70821-2028

Hand-deliver:

Mrs. Dina Dow, Director
Office of Evangelization & Catechesis
1800 S. Acadian Thruway
Baton Rouge, LA 70808

When will I receive notification regarding the award decision?

- Notifications will be sent no later than May 25, 2021

If awarded, when will funds be distributed?

- The funds will be distributed by July 30, 2021
- Direct Deposits are processed by the Diocesan Accounting Office to the receiving parish's bank account or via check sent through U.S. Mail.

More Questions?

- If you have other questions or need further clarification, please contact Dina Dow at (225)387-0561 or via E-Mail: ddow@diobr.org



Religious Education Certification Process Diocese of Baton Rouge

Pagella & Policies

General Norms, Page 11

Formation is Always Expected

- Laity who minister in the name of the Church within the Diocese of Baton Rouge are encouraged to acquire theological and practical formation necessary for the role(s) undertaken.

Formation Levels

- Extraordinary Ministers of Holy Communion
 - undergo the proper training and formation for this liturgical role.

The following minimal levels of catechetical certification are required:

- (1) Catechists in Parish parochial elementary and high school programs of religious education are required to obtain “Basic Certification.” (MAT-DIOBR)
- (2) Principals of Catholic schools are required to obtain “Intermediate Certification.” (MAT-DIOBR)
- (3) Catechists in Catholic high schools, religion coordinators in Catholic schools at any level, and parochial coordinators of religious education and of sacramental preparation are required to obtain “Advanced Certification.” (*Certification in Catholic Theology & Catechesis* - Fran-U, BR)
- (4) Parochial directors of religious education are required to obtain “Professional Certification.” (Masters Degree in theology or related field)

Additionally, those who offer education in Catholic sexual morality are required to be specially certified in that area of expertise. This certification is acquired through *Theology of the Body* training sponsored by the Office of Evangelization & Catechesis, Diocese of Baton Rouge.



**Office of Evangelization & Catechesis
Catechists Certification Levels
Parishes & Catholic Schools**

PARISHES

The following are the minimum certification requirements for the Diocese of Baton Rouge.

BASIC CERTIFICATION is required for parish elementary catechists and parish high school catechists.

INTERMEDIATE CERTIFICATION: No parish ministry at this time requires Intermediate certification, but individuals are encouraged to move beyond the basic certification.

ADVANCED CERTIFICATION: parochial (parish) coordinators in religious education and sacramental preparation are required to obtain “Advanced Certification.”

PROFESSIONAL CERTIFICATION is required for the parochial (parish) directors of religious education (DRE).

CATHOLIC SEXUAL MORALITY CERTIFICATION is required for any catechist or youth minister, who is responsible for teaching sexual morality catechesis or facilitating in group discussion of Catholic sexual morality. Individuals are certified through the Diocesan hosted Theology of the Body Training.

SCHOOLS:

BASIC CERTIFICATION is required for all Catholic School teachers.

INTERMEDIATE CERTIFICATION is required for Catholic School principals & assistant principals.

ADVANCED CERTIFICATION is required for catechists in Catholic high schools and Catholic School Religion Coordinators (CRE).

BACCALAUREATE DEGREE is required for high school teachers of religion

CATHOLIC SEXUAL MORALITY CERTIFICATION is required for any teacher who is responsible for teaching sexual morality catechesis or facilitating in group discussion of Catholic sexual morality. Individuals are certified through the diocesan hosted Theology of the Body Training.

DIOCESE OF BATON ROUGE



CATHOLIC EDUCATION TRUST FUND

Funding Year – 2021 ~ 2022

APPLICATION

*Please Return the application to:
By April 15, 2021*

*Attention: Dina Dow, Director, ddow@diobr.org
Office of Evangelization and Catechesis
Catholic Diocese of Baton Rouge
P.O. Box 2028
Baton Rouge, LA 70821-2028
(225)387-0561*

**INSTRUCTIONS FOR COMPLETING THIS GRANT APPLICATION:
(Applicant, please adhere to the requirements below to be considered for funding.)**

1. Please complete the form and submit by U.S. Mail, or Scan/Email, or In-person drop off.
2. Only **one application per parish/apostolate** please.
3. Applications are to be submitted either by the Pastor, DRE or Apostolate Director.
4. Applications require a letter from the pastor/administrator of the parish acknowledging and supporting the application.
5. Please use a separate sheet of paper for further explanations if necessary.
6. Completed *Projected Budget for Funding* Forms are to be sent with the applications showing projected costs.
7. Applications will be considered only if: (a) all if the information accompanies the application, (b) information is submitted by the application deadline.

**Applications are due in the Office of Evangelization & Catechesis
By Monday, April 15, 2021**

Parish Information:

Church Parish: _____

Address: _____
Street City State Zip Code

Person completing the application: _____ Tel. No. _____

Position: _____ E-Mail Address: _____

Name of the DRE or person designated to coordinate the Religious Education Program: _____

Children & Youth Formation Enrollment:

Number of families with children and youth enrolled in Parish/Home-based in Religious Education _____

Number of children enrolled in Elementary Parish School of Religion _____

Number of children enrolled in Sacramental Preparation for First Reconciliation & First Eucharist _____

Number of youth enrolled in High School Parish School of Religion _____

Number of youth enrolled in Sacramental Preparation for Confirmation _____

Is the parish part of a cluster? Yes ____ No ____

If yes, please list the all of the parishes in the cluster: _____

If yes, please indicate are applying ____ as one clustered or ____ as individual parish within a cluster

If yours is a clustered parish, does the religious education program function separately in each parish or are the programs jointly sponsored? Please explain. _____

Current Funding for Parish School of Religion

What is the registration fee for Elementary Parish School of Religion (K-8) Amount _____

What is the registration fee for Sacramental Preparation for First Reconciliation/Eucharist Amount _____

What is the registration fee for High School Parish School of Religion (9-12) Amount _____

What is the registration fee for Sacramental Preparation for Confirmation Amount _____

Catechists (please indicate the number of catechists serving each ministry)

Parish School of Religion	Elementary _____	Middle School _____	HS _____
Sacramental Prep	First Reconciliation _____	First Eucharist _____	Confirmation _____
RCIA	For Adults _____	For Children _____	
Adult Faith Formation	_____		

Number of certified catechists serving in your formation ministries _____
(please ask your MAT Site Coordinator for profile updates)

Certification Guidelines

Pagella & Policies of the Diocese of Baton Rouge **Minimal levels of Catechetical Certification**

See link PDF Page 24*

<https://d2y1pz2y630308.cloudfront.net/26904/documents/2020/8/2009%20-%20Diocese%20of%20Baton%20Rouge%20Pagella%20and%20Policies.pdf>

Funds for Director & Lay Catechist Certification & Training

When requesting funds for Catechist Certification and Training, please indicate the number of courses per catechist:

- _____ Ministry & Theology Courses for Basic Certification, DIOBR (MAT) (\$20 per person per course)
_____ Ministry & Theology Courses for Intermediate Certification, DIOBR (MAT) (\$20 per person per course)
_____ *Catholic Theology & Catechesis Certificate*, Franciscan Missionaries of Our Lady University, BR* required for all Parish Directors
- _____ Graduate Studies for Director or other Catechists, various institutions
- _____ *Internship in Spiritual Direction*, partnership of Diocese of Baton Rouge, Fran-U, Archdiocesan Spirituality Center
- _____ Workshops (registration and material fees only) _____
_____ Conferences (registration fee only) _____
_____ OTHER _____

Approximate number of Catechists seeking Certification _____

Approximate number of anticipated catechists for Certification _____

Information Regarding Local Institutions Offering Certification & Training

Diocese of Baton Rouge

Ministry & Theology Courses (MAT)

<https://diobr.org/ministry-and-theology-classes>

Fran-U

Catholic Theology & Catechesis Certificate

<https://franu.edu/academics/academic-programs/catholic-theology-and-catechesis-certificate>

Internship in Spiritual Direction <https://diobr.org/spiritual-direction-program>



Projected Budget for Funding Form

Please complete the *Projected Budget for Funding Form*, listing the materials, equipment, services required to implement the use of the funds. [See page 10]

For example: Make sure to include your source for identifying the cost item, ex. textbook catalog, publishers' price list. If ordering texts, please list the grade levels and number of textbooks for each

On a separate sheet of paper:

Describe the project and state the purpose for which the parish/apostolate is making this application. Please be concise and specific in your description using no more than one page.

Please include a timeline for implementing the project and using the funds.
(Please note: The deadline for use of the funds is **June 30, 2022**)

Total Funding Requested

Total amount of funding requested from CETF: _____

Signatures

Applicant

To the best of my knowledge, the information given in this completed application form is correct.

Signature of Applicant

Typed or printed name

Date

Pastor

I have read this completed grant application and authorize the applicant to submit it to the Catholic Education Trust Fund.

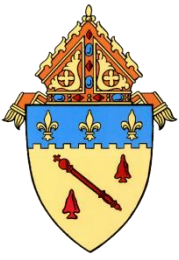
Signature of Pastor/Parish Administrator

Typed or printed name

Date

Please Return the application to:
By **April 15, 2021**

Attention: Dina Dow, Director, ddow@diobr.org
Office of Evangelization and Catechesis
Catholic Diocese of Baton Rouge
P.O. Box 2028, Baton Rouge, LA 70821-2028
(225)387-0561



DIOCESE OF BATON ROUGE

CATHOLIC EDUCATION TRUST FUND

2021 ~ 2022

PROJECTED BUDGET FOR FUNDING (PARISHES)

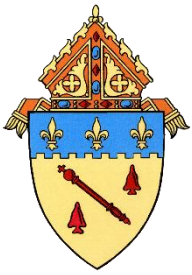
The items listed on this form are the items that will require receipt copies.
Must be completed and accompany application.

Item	Source for pricing	Quantity	Cost	Additional Information
TOTAL				

Signature of person completing form

Tel. No.

Date



Diocese of Baton Rouge
Catholic Education Trust Fund (CETF) for Parishes

Itemized **Actual Budget** of Funds
2021 ~ 2022
(To be submitted after allotted funds are spent)

Item	Source for pricing	Quantity	Cost	Additional Information

Parish: _____

Print Name: _____

Signature: _____

Date: _____