

***PRACTICES & PROCEDURES***

***Office of Evangelization and Catechesis  
Archdiocese of Cincinnati***

***2008-2009***

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**OFFICE OF EVANGELIZATION AND CATECHESIS  
ARCHDIOCESE OF CINCINNATI**

**THE VISION OF THE OFFICE OF EVANGELIZATION AND CATECHESIS**

The Office of Evangelization and Catechesis envisions vibrant parish and school communities on fire with faith. These communities of faith engage in evangelizing catechesis to form committed disciples who reflect the light of Christ in the world.

**MISSION STATEMENT**

We, the staff of the Office of Evangelization and Catechesis of the Archdiocese of Cincinnati, advocate for the essential role of the catechetical ministry in the evangelizing mission of the Church. We serve parish and school leaders by providing formation, direction, skill development and resources that promote effective lifelong catechesis.

**DREAM STATEMENTS OF THE OFFICE OF EVANGELIZATION AND  
CATECHESIS**

**COMPREHENSIVE VISION:** The OEC inspires catechetical leaders with a comprehensive vision of catechesis woven into the entire fabric of parish life. We collaborate with catechetical leaders and pastors to create innovative approaches to catechesis that respond to the needs of parishes in times of transition.

**ADULT FORMATION:** The OEC actively supports all those who lead adults in their search to become more faith filled disciples and full participants in the life of the Church. We believe that ongoing faith formation is an essential component of membership in the Church. Together with those who lead adults we continually look for ways to do faith formation more effectively and to involve adults in the whole process of catechesis.

**FORMATION OF CATECHETICAL LEADERS:** The OEC is committed to the ongoing development of Catechetical Leaders as Lay Ecclesial Ministers in the Church. We inspire Catechetical Leaders to be visionary, empowering, servant leaders in their parishes.

## PRACTICES & PROCEDURES

### OFFICE HOURS AND OFFICE HOLIDAYS:

A. Office Hours are as follows:

Cincinnati Office	8:30 a.m. - 4:30 p.m.
Dayton Office	8:30 a.m. - 4:30 p.m.
Sidney Office	8:30 am - noon and 1:00 p m - 4:30 pm

B. Office Holidays for 2008-2009

All Offices of Evangelization and Catechesis will be closed on:

September 2	Labor Day
September 30	Day of Reflection for Diocesan Employees
October 13	Columbus Day
November 1	All Saints Day
November 27	Thanksgiving Day
November 28	Day after Thanksgiving
December 24	Christmas Eve
December 25	Christmas Day
December 26	Day after Christmas
January 1	New Year's Day
January 19	Martin Luther King Day
February 16	Presidents' Day
April 10	Good Friday
April 13	Easter Monday
May 25	Memorial Day
July 3	Independence Day
August 15	Assumption
September 7	Labor Day

### PARKING IN CINCINNATI:

Fifteen minute parking for delivery and pick-up at the Media Center is always available in the Archdiocesan Parking Lot.

Two 120 minute spaces for those needing time to preview media or review resources are available in the Archdiocesan Parking Lot.

Please indicate to the Parking Lot Attendant which parking option you plan to utilize.

### OFFICE SERVICES

I. Arrangement for the following services, which are provided without cost, can be made through the consultant assigned to your parish:

A. Parish Visits

B. Consultation:

1. Implementation of the various national and archdiocesan documents
2. Program planning
3. Hiring a catechetical leader
4. Media selection and use
5. Religion textbook selection

C. Presentations:

1. Adult faith formation
2. Evangelization
3. The Rite of Christian of Adults
4. In-services for faculties and catechists

- II. As a general rule, all learning modules and programs conducted by the Office of Evangelization and Catechesis must be financially self-supported.
- III. Persons from subsidized parishes/school and from Urban Released Time Centers attending Office of Evangelization and Catechesis sponsored learning modules and programs may attend free of charge, however, they are encouraged to make a contribution if possible. Generally fees are required for co-sponsored events.
- IV. Parishes and groups with particular needs may apply for special consideration with the appropriate Regional Director.

**CATHOLIC HIGH SCHOOL CERTIFICATION:**

High school personnel certified under Guidelines for Catholic High School Religion Teachers, Archdiocese of Cincinnati, qualify for "Advanced Catechist" certification as outlined in *The Ministry of the Catechist*.

**LEARNING MODULES AND CATECHIST CERTIFICATION PROCEDURES:**

A. Process for Approval of a Learning Module Taught by a Presenter:

The first time that an instructor presents a learning module he or she is to submit a syllabus to the Regional Director of Office of Evangelization and Catechesis. The presenter will be given permission to teach the learning module and the syllabus will be kept on file. This procedure needs to be completed only once unless there is a change in the learning module objectives.

Every other time that the learning module is presented, a written request for approval is to be submitted by the learning module sponsor or the learning module instructor to the Regional Director, stating that the learning module is being taught within the framework of an already approved syllabus.

Guidelines for those Presenting Learning Modules:

1. Every religion has its unique traditions. Therefore, all learning modules must be taught by Catholics in full Communion with the Catholic Church.
2. All learning modules must complete the learning objectives listed for the theological areas of study as established by the Office of Evangelization and Catechesis.
3. It is expected that those teaching present a balanced view of the subject, teach authentic Catholic doctrine, and use sound principles of adult education.
4. Those teaching should be aware of nurturing the spirituality of catechist in prayer and reflection during their presentations.
5. The Archdiocesan Director of Office of Evangelization and Catechesis, in consultation with the Regional Directors, reserves the right to withhold approval of any learning module that does not meet these requirements.

B. Process for Approval of a Video Assisted Learning Module

When possible, people should cluster for the viewing and discussion of a video assisted learning module. In groups, participants experience the unique combination of personal reflection and group dynamics which fosters the development of a mature faith. The facilitator should promote the integrity of the process as well as keeping the process flowing.

Option One: Group Study

1. A written request for approval to conduct the learning module must be submitted to the Regional Director of Office of Evangelization and Catechesis prior to booking the tapes and ordering the Learning Activity Packets from the Media Center. The name of the person responsible for facilitating the learning module must be included in the request. The facilitator should hold Advanced Catechist Certification. If the videos and the LAPS have been purchased previously (e.g., if you have purchased the *Echoes of Faith* materials) a request must be filed only to approve the facilitator for the learning module. In all cases, a list of the participants who have completed the learning module should be submitted to the Office of Evangelization and Catechesis.
2. Learning Activity Packets and *Echoes of Faith* booklets must be used in conjunction with a video assisted learning module. It is expected that all materials in the packets be completed by each participant.
3. The facilitator is expected to direct all group sessions. Responsibilities include conducting the discussions, collecting and checking written assignments from each participant, and making an evaluation of the work of each participant at the conclusion of the learning module. A list of those who have successfully completed the learning module should be submitted to the OEC. When a video assisted learning module is conducted Office of Evangelization and Catechesis Staff, the usual learning module fee is in effect. This fee includes facilitation, evaluation, and the packet of materials.

## Option Two: Individual Study of a Video Assisted Learning Module with Group Follow-Up

1. A written request for approval to conduct the learning module and a general description of the process that will be used must be submitted to the Regional Director of the Office of Evangelization and Catechesis prior to booking the videos and ordering the Learning Activity Packets from the Media Center. The name of the person facilitating the process and conducting the final group session must be included in the request. This person should hold Advanced Catechist Certification or be the Parish Consultant from the Regional Office of Evangelization and Catechesis. When a facilitator from outside of the parish is hired for the group session the fee is to be negotiated.
2. Arrangements can be made with the media center to pick up the videos and LAPS. Those registered for the learning module are to view each video and return the completed assignments to the facilitator.
3. At the pre-scheduled place, date, and time all persons who have completed the requirements are to gather with the facilitator for the purpose of sharing, clarification, discussion and resolution regarding the impact of the experience on their ministry.
4. The on-site scheduling and the reservation of video tapes and related materials will be the responsibility of the catechetical leader.

### C. Evaluation of Learning Module Participants

In order for any person to receive credit for learning modules approved by Office of Evangelization and Catechesis, a satisfactory/unsatisfactory evaluation of each participant is required. This evaluation should be based on a written report, reflection, assignment, test, etc. At times an oral evaluation may be more effective. Each presenter is free to determine the particular method of evaluation.

### D. Process for Approval of Internet Courses

The Archdiocese of Cincinnati is a partner with the University of Dayton for the Virtual Learning Community for Faith Formation (VLCFF). Some – but not all – of the courses offered through the VLCFF may be used to fulfill the requirements for the learning modules in the certification process. Contact the Office of Evangelization and Catechesis for information about which courses may be used in this manner. For information about the courses themselves and to register for the courses contact the VLCFF at [www.udayton.edu/~vlc](http://www.udayton.edu/~vlc).

### E. When a Learning Module is Completed

When a learning module is completed, regardless of the process used – learning module taught by an instructor, video-assisted learning module, or an Internet learning module – a roster of those successfully completing the learning module should be sent to the Office of Evangelization and Catechesis.

### F. Complaints Regarding Learning Modules

When the Office of Evangelization and Catechesis receives a written complaint about a learning module:

1. A letter will be sent asking that the complaint be referred to the instructor or to the person responsible for the program.
2. If the person is not satisfied after following Step 1, the Regional Director should be contacted again.

When the Office of Evangelization and Catechesis receives a verbal complaint:

1. The concerned person will be asked to put the complaint in writing.

## **MISCELLANEOUS PROCEDURES**

### **MEDIA EQUIPMENT**

Video and computer equipment owned by the Office of Evangelization and Catechesis or the Archdiocese of Cincinnati will not be lent or rented to parishes or outside agencies.

### ***ON THE ROAD***

The Office of Evangelization and Catechesis will publish an office newsletter, *On the Road*, for catechetical leaders. The newsletter will be available electronically via e-mail and the Internet. Catechetical leaders are encouraged to copy the calendars and articles in the newsletter for use in their parishes.

### **STIPEND**

Extended staff members who serve as instructors for learning modules will receive a stipend for their teaching. Travel allowances are negotiable. A workshop leader at institutes and congresses should receive a stipend with a negotiated travel/material allowance. When a presenter is engaged for a course or workshop, those organizing the event have no obligation to additional presenters recruited by the original presenter.

### **INCLUSION**

When choosing speakers and presenters, catechetical leaders are encouraged to be mindful of the need for balance and inclusiveness. Consideration should be given to the gifts of minority and disabled persons.

All human beings, including those among us with disabilities, are entitled to rights in faith communities. A life of dignity and respect includes the right to religious formation, friendship, and spiritual nurturing. The rights of minorities and the disabled are equal to the rights of all others. As a Church, we are accountable to God to protect the rights of all people and to provide spiritual and moral leadership in our community to protect these rights. We exercise leadership by our teaching and by our example of inclusive communities of faith that uses the gifts of all members.

## **MEDIA PROCEDURES (Revised May 2006)**

### **A. Media Scheduling and Special Fees:**

1. Media pieces can be scheduled dependent on availability. Ordinarily, the booking time for media includes the days of pickup, usage and return (7-10 days).
2. Extension on usage time is dependent on availability. Therefore, a phone call is needed to determine if an extension is possible and/or to avoid overdue charges.
3. For patrons without contracts, preview materials are subject to the stated charges when previewed outside the Media Center. (See: B. Charges for Those Not on Contract.)
4. There will be a charge of \$2.00 per day per piece for any overdue media. Ten cents per day per book is charged for overdue books. Overdue charges apply to all patrons. There will be no charge for days when the Media Centers are closed.
5. Cost for repair of damages or for media pieces lost by clients will be billed separately. When repair is not possible, the client will be required to pay replacement costs within 30 days.
6. UPS and/or mail charges are the responsibility of the patron.
7. Media scheduled and not picked up by 4:30 p.m. of the day following the pick-up date will be returned to the shelf for circulation.

### **B. Charges for Non-contract Holders:**

1. Video Cassette	\$3.00
DVDs	3.00
CD Roms	3.00
Music CDs & Cassettes	1.00
Certification Course Videos/DVDs	Usual charges
Books	No Charge
Text Books	No Charge

### **C. Loan of Video Tapes for Certification**

1. Once approval has been given for a Video/DVD course for certification (see pages 14-15 in the *Administrator's Guide for the Ministry of the Catechist*) ordering the necessary components for the course follows the usual procedures for scheduling.
2. The cost of materials accompanying video/DVD courses for catechist

**D. Contract Services**

1. 

<b>Column One</b>	<b>Column Two</b>
0-14	\$50.00
15-29	\$75.00
30-44	\$100.00
45-59	\$125.00
60-74	\$150.00
75-89	\$175.00
90-104	\$200.00
105-119	\$225.00
120+	\$250.00 maximum
2. The average number of media pieces used over a three year period determines the cost of the new media contract.
3. When a contract is purchased there can be unlimited use of media at no extra cost.
4. Contract fees will be reviewed every three years to determine the amount of the contract based on usage. The rate determined for 2006 will remain the same until 2009 when usage over the previous three years will be averaged. This will determine the contract rate for 2009 through 2012, etc.
5. The above rates do not include damage repair costs, replacement of lost media, charges for delivery service or overdue penalties.
6. Contracts cover the period from September 1 to August 31. Contract fees are due by August 31.
7. Media contracts are secured from one's Regional Office. The contract service fee covers usage from any of the three Regional Offices. Contact Cincinnati, Dayton or Sidney directly for the desired media.
8. A parish/school has access to all media without cost when the parish purchases a contract. Consolidated schools and other institutions may purchase a contract based on the rates indicated in the table. (D.1)

**E. Miscellaneous**

1. Parishes and groups with special needs, such as campus ministry, colleges and universities, hospitals and other denominations may negotiate for rates for contracts at the local Media Center.
2. The Office of Evangelization and Catechesis Media Centers will not sell materials for publishing companies.
3. The Media Centers of the Archdiocese of Cincinnati will lend media materials outside the diocese only when specific arrangements for such loans have been made with the respective Media Center Personnel.

4. The copyright laws/warnings usually preceding the presentation on video cassettes are to be honored. **Infringement of any kind could place the user and the Archdiocesan Media Centers in serious jeopardy.**

**GUIDELINES FOR HOME-BASED RELIGIOUS EDUCATION  
ARCHDIOCESE OF CINCINNATI**

1. When parents decide to provide the formal religious education of their children at home, they are encouraged to meet with the pastor so that he and/or his delegate can assist them in developing a catechetical plan and in choosing catechetical materials suitable for home-based religious education. (Canons 776, 793)
2. *Growing Together: Ministry to Children, the Graded Learning module of Study for Early Childhood and Elementary Catechetical Programs* and *Growing Together: Adolescent Religious Education, a Manual for Parish and School Programs* have been approved by the Archdiocesan Commission on Education and promulgated by Archbishop Pilarczyk as the official content to be followed for all early childhood, elementary and high school catechesis in the Archdiocese of Cincinnati. All catechists for children or youth are expected to follow the content outlined in these documents.
3. Parents should be invited to use the parish resource libraries and the Archdiocesan Media Centers to supplement their educational efforts.
4. Parents and their children are welcome and encouraged to participate in parish liturgies and/or other events prepared specifically for children and their families.
5. The pastor and/or his delegate should invite the parents to participate in the catechist certification process of the Archdiocese of Cincinnati as outlined in *The Ministry of the Catechist*. (Canons 779, 780)
6. Parents are encouraged to meet with the pastor and/or his delegate periodically to review the progress of their catechetical efforts.
7. When parents believe that their child is ready to receive a sacrament for the first time, the pastor of the parish to which the child belongs is to decide whether he or she is properly prepared. (Canons 777, 914) The parish to which a child belongs is either the parish in which he or she resides or is another parish in which he or she is registered. Section V of *Growing Together: Ministry to Children* should be used as the basis for determining readiness.

## **AIDS: GUIDELINES AND PROCEDURES**

- I. Archdiocesan policy stipulates that "Each instance of AIDS involving (a student) (an employee) shall be treated as a strictly confidential and an individual matter. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well being, and individual privacy and needs."
- II. State law does not require parents to divulge that their child is infected with the HIV virus. Employees of the parish and/or school are not required to divulge such information about themselves.
- III. Suggested administrative procedures for admitting or retaining students or hiring or retaining employees with AIDS.
  - A. Notify the superintendent immediately.
  - B. All public statements regarding cases of AIDS should be handled through the superintendent's office.
  - C. Decisions regarding admission or retention of students or hiring or retention of employees should involve, at the minimum, the pastor, the principal, parents (if a student), and the individual's physician.
  - D. In considering either the admission or retention of a student or employee, it is recommended that the school follow the Ohio Department of Health's Guidelines for School Admission which stipulates the following:

Based on current evidence casual person to person contact, as would occur among school children and staff, poses no risk in the transmission of AIDS. Children with AIDS should be allowed to attend school in a regular classroom setting provided:

1. The health status of the child, as determined by his or her physician, allows participation in regular school activities.
2. The child behaves acceptably, i.e., does not bite other individuals or exhibit other violent behaviors. Although very unlikely, significant human bites may inoculate trace amounts of blood directly into the bloodstream.
3. The child does not have open sores or skin eruptions that cannot be covered. Experience with other communicable diseases suggests that the potential for AIDS transmission would be greatest through contact between younger children and neurologically handicapped children who lack control of their bodily secretions and/or exhibit violent behavior. Decisions to exclude handicapped children who have AIDS from a school setting should be made only after careful evaluation of each child's individual risk of transmitting the disease.

Decisions regarding the type of educational setting for children with potentially infectious diseases should be based on the behavior, neurologic development, and physical condition of the child and the expected type of interaction with others in the school setting.

Due to the small number of children with AIDS anticipated in Ohio within the next few years, individual evaluation of each case is possible. School officials, the private physician, and parents are encouraged to consult public health officials to assist in this process.

When a child with AIDS is admitted to school, personnel who are aware of the child's condition should be the minimum necessary to insure proper care of the child. The number of informed staff should be sufficient to observe the child for behavioral and/or medical problems that could heighten the potential for AIDS transmissions.

#### IV. Follow-up Steps

- A. Notify the superintendent's office of the decision to admit or not admit the student or hire or retain the employee.
- B. Inform those involved in the school community who must be aware of the situation. This should include the school nurse, appropriate faculty, and other individuals whose responsibilities, e.g., giving first aid, controlling biting behaviors, etc., may bring risk of contagion.
- C. Periodically review the circumstances of the case to see if the situation has changed sufficiently to warrant a re-examination of the decision.

#### V. Recommendations for the Handling of Blood and Body Fluids in Schools from the Ohio Department of Health

Blood or other body fluids from any child or adult may harbor a number of organisms besides HTLV-III that are potentially infectious to others. All schools should, therefore, evaluate current procedures for handling spilled blood and body fluids to insure proper cleaning and disinfection. It is recommended that:

- A. Surfaces soiled with blood, urine, feces, vomitus, etc., should be thoroughly washed with soap and water, then disinfected with a 10% solution of household bleach and water (1 part bleach to 9 parts water). This solution should be freshly prepared for each use.
- B. Personnel cleaning the spill should wear gloves and wash hands thoroughly when finished.
- C. Disposable towels should be used whenever possible.
- D. Mops should be thoroughly rinsed in the disinfectant solution.

For an injury that results in bleeding, nosebleeds, menstrual accidents, etc., the person assisting the child should wear gloves whenever possible. Direct contact with blood is potentially infectious, especially when there are breaks in the skin, as in chapping or eczema. Proper hand washing (soap and running water for 15 seconds) significantly reduces the risk of infection from contact with all potentially infectious body fluids.

For questions regarding the above information contact: Ohio Department of Health, Bureau of AIDS, (614) 466-5480 or your local public health department.

## OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

The Occupational Safety and Health Administration's (OSHA) bloodborne pathogens standard (Title 29 Code of Federal Regulations, Part 1910.1030, published in the Federal Register 56, December 6, 1991) requires every employer with one or more employees who can reasonably be expected to come into contact with blood and other specified body fluids in carrying out or in performing their duties to prepare a written exposure control plan.

As required under the standard, a written exposure control plan is required that provides documentation of the following key elements:

- Identification of **job classifications** and, in some cases, tasks where there is exposure to blood and other potentially infectious materials;
- A **schedule** of how and when the provisions of the standard will be implemented, including schedules and methods for communication of hazards to employees, hepatitis B vaccination and post-exposure evaluation and follow-up, recordkeeping and implementation of the methods of compliance, such as
  - engineering and work practice controls,
  - personal protective equipment,
  - housekeeping, and
- **Procedures** for evaluating the circumstances of an exposure incident.

The written exposure control plan must be accessible to employees and must be updated at least annually and when alterations in procedures create new occupational exposure.