



Change in the Status of a Religious Education/Faith Formation Program

Whenever a change in the status of a Parish religious education/formation program for children and youth is considered, an appropriate process approved by the Office of Catechesis & Youth Ministry should be followed. Examples of changes in the status of such programs include: discontinuing a program of religious education/formation; altering the basic focus of the program (such as movement from child centered to family centered, etc.); expanding or consolidating programs; changing the governance of a program. (Policy 7113.4, *School and Parish Policy Manual*)

If a parish or group of parishes wishes to begin a study to determine a possible change in a parish faith formation program, the pastor or catechetical leader should inform the Archdiocesan Office of Catechesis and Youth Ministry, and should include the following information:

- Which parish(es) is/are involved
- Enrollment data, demographic data and projections for the future
- Staffing for faith formation in current and recent years
- Option(s) under consideration
- Relationship of prospective change to other parish/multi-parish plans
- Potential for collaboration and sharing of resources with other parishes
- Timeline for study, decision-making and program change

While decisions about faith formation restructuring are local decisions, the Office of Catechesis and Youth Ministry and other archdiocesan offices may serve as resources in the planning process. A broad base of parish participation and the use of local expertise are encouraged. Given the uniqueness of each parish, this process will be different in each local setting.

The resulting plan should address, but is not limited to the following:

- Governance structure
- Formation plan – including specific programs for respective age levels, family engagement, curriculum, and catechist formation. The Archdiocesan Office of Catechesis and Youth Ministry may be engaged as a resource.
- Personnel planning – including catechetical leader(s) and administrative assistant(s). The Archdiocesan Office for Human Resources may be engaged as a resource.
- Facility usage - including sites/space for programs and for office location
- Resources – including catechetical materials, educational technology
- Finances – including projected expenses, fees, parish subsidies, inter-parish agreements. The Archdiocesan Office for Parish Finance may be engaged as a resource.
- Transition Plan - including timeline, communication of changes, retention of current families/participants, recruitment plan, transfer of records
- Five year long-range plan