

GUIDELINES FOR PARISH SCHOOL OF RELIGION (PSR) AND YOUTH MINISTRY

I. Catechesis in the Life of the Church

A. Sacred Purpose of Catechesis

The Catholic Church has the sacred mission and purpose to evangelize, that is, to spread the Good News of salvation through Jesus Christ. The *Directory for Catechesis* emphasizes that there is a close connection between evangelization and catechesis, “an intimate union between the announcement of the kerygma [evangelization] and its maturation [catechesis]” (*Directory of Catechesis*¹ Preface).

“Catechesis is an essential part of the broader process of renewal that the Church is called to bring about in order to be faithful to this command of Jesus Christ to proclaim always and everywhere his Gospel” (DC #1).

All power in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the holy Spirit, teaching them to observe all that I have commanded you. And behold I am with you always, until the end of the age. (Matthew 28: 18-20 NAB)

B. Goals of Catechesis

In his apostolic exhortation, *Catechesi Tradendae* (*Catechesis in Our Time*), Pope Saint John Paul II described catechesis as an opportunity for people to encounter Christ. “Accordingly, the definitive aim of catechesis is to put people not only in touch, but in communion, in intimacy with Jesus Christ: only he can lead us to the love of the Father, in the Spirit, and make us share in the life of the Holy Trinity” (*Catechesi Tradendae* #5).

Catechesis, working at the service of evangelization, will first bring people into an intimate encounter with Jesus and then provide guidance, instruction, and support for living a new life in Christ as his missionary disciple.

¹ Pontifical Council for the Promotion of the New Evangelization, *Directory for Catechesis*, (Vatican, 2020), Preface. Note: Henceforth, this document will be abbreviated as DC.

C. Tasks of Catechesis

The tasks of catechesis are inspired by the way in which Jesus formed his disciples: he got them to *know* the mysteries of the Kingdom, taught them to *pray*, proposed to them *gospel values*, initiated them into the life of *communion* with him and among themselves, and into *mission* (DC #79).

The five tasks of catechesis are:

1. Leading to knowledge of the faith

Catechesis has the task of helping the believer to know the truths of the Christian faith, Sacred Scripture, the Church's living tradition, the Creed (Symbol of the faith), and the creation of a doctrinal vision that can be used as a reference in life (cf. DC #80).

2. Initiating into the celebration of the mystery

Catechesis has the task of assisting in the comprehension and experience of the liturgical celebrations by helping the believer to understand the importance of liturgy in the Church's life and to gain knowledge of the sacraments and sacramental life, especially the Eucharist. Furthermore, catechesis leads to a better understanding of the liturgical year and the significance of Sunday. The believer is educated in attitudes for the Church's celebrations: joy, a sense of community, attentive listening, confident prayer, praise, and thanksgiving, and is given an awareness of symbols and signs (cf. DC #81 & #82).

3. Forming for life in Christ

Catechesis inspires the believer to respond to the call to live a new life in Christ. Catechesis has the task of helping the believer form their moral conscience using the Ten Commandments and the law of charity which is drawn from these commandments, while also engaging Christian virtues. The believer will recognize the attractiveness and self-fulfillment of a life lived in fidelity to the Gospel. This moral instruction is imparted against a *vocational background*, in which the believer is accompanied to a discernment of a specific vocation and to assist them to solidify their state in life (cf. DC #83 - #85).

4. Teaching prayer

Catechesis teaches the believer to pray with Jesus and like Jesus, which is with adoration, praise, thanksgiving, filial confidence, supplication, and awe for his glory. Catechesis has the task of helping the believer live

a life of personal prayer and liturgical and community prayer which initiates them into *permanent forms of prayer*. (cf. DC #86 & #87).

5. Introduction to community life

Catechesis leads the believer to recognize community as not just a 'frame' or an 'outline,' but as an integral part of the Christian life, witness, and evangelization. Catechesis has the task of helping the believer to develop a sense of belonging to the Church, accepting the Magisterium, being in communion with pastors, exercising fraternal dialogue, and contributing as active participants and as missionary disciples. (cf. DC #88 & #89).

II. Formation of Catechists and Youth Ministers

The formation of the catechist includes various dimensions. The deepest one has to do with *being* a catechist, even before *acting* as a catechist. Formation, in fact, helps him or her to mature as a person, as a believer, and as an apostle. These dimensions include "*knowing-how to be with*", *knowledge*, and *savoir-faire* (DC #136).

A. Diocesan Catechetical Certification Process

For this reason, certification of all ministry leaders and catechists is expected. A complete description of the certification process, through the Franciscan University Online Catechetical Institute, may be found in the *Diocesan Catechetical Certification Process* booklet (included in this handbook).

Additionally, ministry leaders are encouraged to offer ongoing workshops and retreats which include prayer, faith discussions, learning opportunities, as well as social time for catechists and volunteer ministry team members.

B. Franciscan University Online Catechetical Institute

The following designated tracks are used for catechist and youth ministry certification:

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|--------------------------|-------------------------------|
| 1. Catechist | 4. Hispanic Faith and Family |
| 2. Youth Ministry Leader | 5. Parish Catechetical Leader |
| 3. RCIA Catechist | |

Workshops may be completed individually at home or as a group session held at the parish. More info can be found in the *Diocesan Catechetical Certification Process* booklet or at <https://franciscanathome.com/>.

(Insert Diocesan Catechetical Certification Process in Handbook after this page)

III. Methodology

A. Whole Family Catechesis

The Church is a family of families. Encountering the love of Christ and learning about what life in Christ looks like, often happens first in the home with the family. Therefore, accompanying the whole family on their journey of faith by offering guidance, instruction, and support for not only children, but to parents as well, is the overall purpose and mission for every PSR program.

The family's catechetical activity has a special character, which is in a sense irreplaceable. . . Family catechesis therefore precedes, accompanies and enriches all other forms of catechesis. Furthermore, in places where anti-religious legislation endeavors even to prevent education in the faith, and in places where widespread unbelief or invasive secularism makes real religious growth practically impossible, 'the church of the home' remains the one place where children and young people can receive an authentic catechesis. Thus there cannot be too great an effort on the part of Christian parents to prepare for this ministry of being their own children's catechists and to carry it out with tireless zeal. Encouragement must also be given to the individuals or institutions that, through person-to-person contacts, through meetings, and through all kinds of pedagogical means, help parents to perform their task: The service they are doing to catechesis is beyond price. (*Catechesi Tradendae*, #68)

Every PSR program will develop opportunities for catechesis for the whole family. Included in this handbook are some examples of structures for conducting Whole Family Catechesis within the parish. These examples may be modified to fit the needs of the parish. When promoting PSR in the parish and registering families for PSR, it is important to communicate to parents that PSR is designed to help parents in their role of catechizing and passing on the faith to their children and thus the whole family is expected to actively participate in PSR.

B. Faith Formation Meeting Space

Attending PSR should never feel like "going to school." PSR is a place where children and families have an opportunity to encounter Christ and grow in relationship with Him and the community of the Church. Space, or the environment where we share faith is essential because the mystery of the Incarnation inspires catechetical pedagogy and methodology. Space is one of the six areas of methodology we are asked to give attention if we aim for catechesis to be fruitful and life-giving (*cf. DC #194 & 222*).

Consider the following when preparing the meeting space:

- Is the room clean and organized?
- Is the room décor warm and inviting?
- Is the seating arrangement conducive to prayer, teaching, and group discussion?
- Are sacred objects and images prominently displayed?
- Is the prayer table (with a crucifix, Holy water, rosary, Bible, etc) a focal point?
- Does the room feel like sacred space rather than a school classroom?

C. How Often Should Standard PSR and YM Groups Meet?

A vibrant faith formation program meets for a minimum of 12-14 times in the Fall and 12-14 times in the Spring with a minimum of one hour at each session. Please extend the session time if you are including snacks and/or social activities. If your parish is meeting bi-weekly, plan on a minimum of 90-120 minutes for each session.

Due to the more complex schedules faced by teens who have jobs and extra-curricular activities, youth ministry groups will often need to use flexible scheduling with a variety of planned meetings and activities which will allow for teens to participate as often as possible. It is important to have consistent gatherings and activities so that relationships with the parish community are formed and catechesis and evangelization continues throughout the high school years.

(Insert samples for Family Catechesis after this page)

IV. Accompaniment of Families with Unique Circumstances

Following the example of Jesus and serving as missionary disciples, parish ministry leaders will reach out to all people, in all walks of faith and life. Being a welcoming church and a church that seeks to bring the love of Christ to **all** people often requires using creative and flexible means of building relationships and serving others.

A. Accompanying Families with Complex Family Situations or Schedule Conflicts

With concern, respect, and pastoral solicitude, the Church wants to accompany those children with heterogeneous family realities, with their joys and struggles, without giving in to forms of idealism and pessimism. Catechists are asked to reach out, to listen, and find ways to foster their participation, and avoid discrimination (*cf DC #233-235*).

A certain family situation should not be an obstacle to attending PSR because of scheduling conflict, lack of transportation, etc. Consider offering the following options:

- Flexibility in place, location, and length of classes
- Allow an adult or older sibling in the home to “teach” the lesson
- Offer online instruction

*If at home or online instruction is offered, it is important to have a catechist regularly check in with families by phone and/or video conferencing. Relationship building is key to success.

B. Accompanying Families with Health or Disability Challenges

Precisely because they are witnesses to the essential truths of human life, persons with disabilities must be welcomed as a great gift. It is the task of the local Churches to be open to the reception and ordinary presence of persons with disabilities within programs of catechesis, working for a *culture of inclusion* and against the logic of *disposable* human life (*cf. DC #269-271.*)

In recognition that persons with disabilities are not only recipients of catechesis but participants in evangelization (*cf. DC #272*), consider the following approaches:

- Involving the five senses and narration in catechesis
- Allowing for at home instruction when needed
- Catechists to receive specific formation in this area
- Persons with disabilities becoming catechists themselves

C. Working with Homeschool Families

Parents are the first and foremost educators of their children. Parents accepted the privilege and responsibility of “training him (her) in the practice of the faith” when they presented their child for Baptism (*Order of Rite of Baptism #39*). While many parents focus on Catholic schools and PSR, some parents choose home-schooling. Home-schooling is a possible option under the leadership of the pastor and assisted by the Director/Coordinator of the Parish School of Religion. It is important to build positive relationships with home-school parents and families, accompanying them in their pursuit of learning and living the faith.

For parents who desire to home-school their children, the following guidelines are recommended:

- All home-school parents are to meet with the PSR coordinator before the beginning of the school year to share plans, expectations, and dates.
- Each student, whether home-schooled or in PSR, is expected to regularly attend Mass and receive the Sacrament of Reconciliation (for those who already received First Communion).
- Only diocesan-approved religious education texts will be used in the religious education of children who are home-schooled.
- If children are preparing to receive sacraments, it is highly recommended that they join the PSR class for the year of sacramental preparation. At a minimum, the families are expected to attend two or more activities throughout the year, such as retreats and service project days, so that the child gains the awareness of a wider Church community. The families will also need to meet with the pastor for an interview before the celebration of a sacrament so that he may ensure that the children are suitably prepared and properly disposed to receive the sacrament.

V. Curriculum for PSR

A. General Curriculum

A list of recommended curriculums for PSR is included in this handbook. All recommendations have the approval of the Diocesan Office of Evangelization and Catechesis and from the USCCB. Most publishers have included options for Family Catechesis and for Online or Hybrid Learning. Please contact the sales representative of a particular publishing company to receive free samples, order materials, and get further recommendations.

To search for the most current list of recommended curriculum and to view a list of sales representatives for the various publishing companies, please

go to the diocesan website at: <https://dioscg.org/ec-resources-for-family-child-faith-formation/>

B. Sacramental Preparation

The current guidelines for preparation and celebration of the Sacraments of First Penance and Reconciliation and for First Holy Communion may be found on the diocesan website at: <https://dioscg.org/first-penance-first-holy-communion/>

The current guidelines for preparation and celebration of the Sacrament of Confirmation may be found on the diocesan website at: <https://dioscg.org/confirmation/>

C. Sacramental Preparation for Older Baptized Children or Unbaptized Children

Second grade is the usual age of preparation and celebration for the sacraments of First Penance and Reconciliation and First Holy Communion. At times, children have been baptized but may not have been active in a parish nor participating in faith formation.

An older child that has been baptized and seeks to receive the sacraments of First Penance and Reconciliation and First Holy Communion, may be offered Intermediate level classes to prepare for the sacraments. Once the sacraments are received, the children will join the regular PSR program in the following years. Preparation for the Sacrament of Confirmation will be in the seventh through ninth grade, as is according to diocesan guidelines.

However, **if a child has not been baptized and is at the age of reason** (7 years or older), the child will be prepared to receive all three Sacraments of Initiation: Baptism, Confirmation, and First Holy Communion as well as the Sacrament of Penance and Reconciliation using the RCIA for Children process.

Included in this handbook, is a list of recommended curriculum and resources to use in preparing Intermediate age children for First Penance and Reconciliation and First Holy Communion as well as curriculum for RCIA for Children.

Questions or concerns may be directed to Sr. Janine Tran in the Diocesan Office of Evangelization and Catechesis.

(Insert Curriculum suggestions after this page in binder)

D. Theology of the Body Curriculum

All Catholic school and PSR programs will include a "Theology of the Body" curriculum in the overall catechetical plan each year. The following materials are designated for use at each grade level:

- K through 5th grade - "Rooted" published by Ruah Woods
- 6th through 8th - "TOB Middle School Edition" published by Ascension Press
- 9th through 12th grade - "YOU, Theology of the Body" by Ascension Press

*Curriculum may be ordered directly through the publishers.

E. Teaching Formal Prayer

"The blossoms...of faith and piety do not grow in the desert places of a memory-less catechesis" (*cf. DC #202*).

The Catholic church has formed a common prayer language in the beautiful traditional prayers passed down through generations.

Memorization of traditional prayers invites the believer into intimacy with Christ both personally and communally.

A list of prayers was compiled by the diocese in response to a request for guidance regarding the form of prayers to be taught, and the age level at which the students could be expected to commit the prayers to memory. Please refer to the "Teaching Prayer" booklet included in this binder. Prayers may be taught earlier than what is scheduled if desired. This list and schedule are meant to serve as a guide.

F. ARK Test

1. What is ARK?

ARK (Assessment of Religious Knowledge) is a test designed to assess the religious knowledge and beliefs of 2nd – 12th graders. It is administered once a year in the spring.

2. What are the six features of ARK?

a. Track knowledge and growth in six areas of the Catholic Faith

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|------------------------------|------------------------|
| 1. Sacraments and Liturgy | 4. Prayer |
| 2. Creed & Salvation History | 5. Virtue |
| 3. Morality | 6. Living Discipleship |

b. Empowering Catholic teachers and catechists:

- Teachers receive ready-to-use classroom resources to enrich and/or modify lessons.
- There are easy-to-use accommodations for learning disabled children.

c. Involving Families

- Parents receive score reports
- Easy-to-use recommended resources for parents to use at home

d. Customizable Tests

- 2nd – 8th grade tests correlated to all major religion textbooks
- Diocesan office may add religion topics to test in each grade level

e. Data for DREs

- Track student knowledge and growth
- Recommendations for building Catholic identity of the school

f. Analytics for diocesan leaders

- Mentor parishes with customized resources for professional development
- Focus on a certain area of data easily

3. Why is our PSR program being asked to administer ARK?

All Catholic schools and PSR programs in the diocese are asked to administer ARK. This is a tool that will help us better understand how we can evangelize and catechize our families and children.

4. When will ARK testing begin?

We will begin Spring 2022. Let us know how we can help you to get ready.

More info about ARK: <https://arktest.org/>

(Insert the “Teaching Prayers Book after this page)

VI. Youth Ministry

Once youth have celebrated the Sacrament of Confirmation in their 7th-9th grade year of school, they have received the graces of the sacrament and the gifts of the Holy Spirit are ignited. They are ready to dive deeper into their faith formation journey. That journey continues through a parish youth ministry program.

A. Eight Components of Effective Comprehensive Youth Ministry

A vibrant parish youth ministry program will use the framework described in the document created by the USCCB entitled, "Renewing the Vision." This document points out eight key components of effective comprehensive youth ministry:

Advocacy on behalf of youth provides protection and empowerment for them so that they may have a voice and to step up in Christian leadership.

Catechesis is a lifelong process. Teenage youth continue to learn about the Catholic faith and grapple with how to make daily decisions as well as long term goals from the mindset of a life lived in Christ.

Community Life developed through youth ministry, creates a supportive church family of Gospel centered relationships between the youth and between the youth and adult mentors.

Evangelization remains as the key focus for youth ministry; to bring youth into encounters with Christ which call them to personal conversion, a deepening of that relationship with Christ and to intentional missionary discipleship.

Justice and Service are the direct challenges Jesus gave to each of us in the Gospel. Youth are invited to respond to Jesus' commands to work for justice, seeking the dignity and common good of all, and to serve the poor.

Leadership Development in youth ministry is key. Developing leadership skills in youth calls forth the gifts within each person and enables them to utilize those gifts in service to God and one another, thus allowing them to fully live out the call to missionary discipleship.

Pastoral Care for youth is a direct form of accompaniment whereby adult leaders provide support for healing, spiritual direction, and assistance with discernment.

Prayer and Worship is at the heart of youth ministry. Praying for and with youth draw them into powerful encounters with Christ, invites them into active and intentional participation in the liturgical life of the Church, and strengthens the communal Christian bond.

Developing a youth ministry in the parish using the eight components listed above, will provide various opportunities for youth to encounter Christ, continue to learn the ways of discipleship, and be prepared as witnesses to the faith. Pope Francis acknowledged that in today's culture, "Youth Ministry needs to become more flexible, inviting young people to events or occasions that provide an opportunity not only for learning, but also for conversing, celebrating, singing, listening to real stories, and experiencing a shared encounter with a living God" (Christus Vivit #204).

B. Creating a Strong Team of Adults

A comprehensive youth ministry requires establishing a team of dedicated adults who serve as mentors for youth. These adults are people who care about the youth and are ready to listen attentively, encourage, instruct, and help youth find answers to their questions. It is important to build a team of adults with various gifts who will work together to create an environment that is wholly Christ centered and supportive of teens in their faith journey. Adults may serve not only as catechists, but also as mentors in small groups, leaders for prayer, music, or games, or even planners for community service activities. Ask the youth and parents to help identify and invite those adults who already seem to have a good relationship with teens.

C. Youth Ministry Resources

There are many wonderful resources available for facilitating a comprehensive youth ministry program. A list of recommendations for full youth ministry programs, various catechetical materials for high school, and other resources are included in this handbook.

(Insert list of Youth Ministry Resources after this page)

VII. Other Helpful Resources for Catechists and Youth Ministers

Publications:

- *Directory for Catechesis* - (may be purchased in print through the USCCB)
- "The Catechetical Review" - an international quarterly catechetical journal from Franciscan University, primarily written for Directors of Religious Education, catechetical leaders, religious educators, youth ministers, RCIA coordinators and anyone involved in faith formation (available in print and online). <https://review.catechetics.com/>
- USCCB: *Renewing the Vision* - (all Youth Ministry programs should use the framework of *Renewing the Vision*) <http://www.usccb.org/about/laity-marriage-family-life-and-youth/young-adults/renewing-the-vision.cfm>
- *Christus Vivit (Christ Lives)* – Pope Francis' Exhortation for youth and everyone ministering with youth - available online (also available in print through the USCCB)
http://w2.vatican.va/content/francesco/en/apost_exhortations/documents/papa-francesco_esortazione-ap_20190325_christus-vivit.html

Websites:

- Holy See/Vatican website to access papal documents - http://www.vatican.va/offices/papal_docs_list.html
- United States Conference of Catholic Bishops (USCCB) - <http://www.usccb.org/>
- National Federation for Catholic Youth Ministry - <http://nfcym.org/>
- Diocese of Springfield-Cape Girardeau - <http://dioscg.org/>
- Diocesan Resource Library - <https://dioscglibrary.libib.com/>
- Franciscan at Home (online workshops) - <https://franciscanathome.com/scg>

Social Media or Networks:

- Evangelization and Catechesis - Diocese of Springfield-Cape Girardeau - <https://www.facebook.com/groups/EvangelizationandCatechesis/>
- Catholic Directors of Faith Formation (Project YM) - https://www.facebook.com/groups/catholicfaithformation/?epa=SEARCH_BOX
- DIOSCG – Diocesan Youth Leaders Facebook group - <https://www.facebook.com/groups/710542925702759/>

- Catholic Youth Ministers (national) Facebook group - <https://www.facebook.com/groups/CatholicYM/>
- Forming Intentional Disciples Forum - <https://www.facebook.com/groups/436537336408999/>

Helpful Catholic Phone Apps:

- Catholic Mutual App for Emergencies
- Laudate (Prayers, reading of the day, Catechism, Bible, Vatican Documents, etc.)
- Mass Times.org
- Hallow (prayer app)

ADDITIONAL NECESSARY FORMS FOR MINISTRY (included in this handbook):

- **Best Practices for Catechetical Leaders Checklist** – to start the year off right!
- **Waiver Forms** - may be used for any activity held away from parish facilities
- **Volunteer Driver Form** - may be used when transporting children to activities way from parish facilities
- **Youth Endowment Grant applications** - financial assistance for faith formation and youth ministry activities

(Insert the above-mentioned forms after this page)

VII. Safe Environment Requirements

A. Overview

Compliance with diocesan Safe Environment Policies is required of all leaders, catechists, and regular adult volunteers **PRIOR TO ANY CONTACT WITH MINORS:**

1. Background check
2. Code of Conduct (reviewed and signed annually)
3. Virtus training (initial and ongoing)

Parents visiting occasionally, do not need to be compliant as long as 2 other adults who are compliant with diocesan Safe Environment requirements are present.

All volunteers and employees working with youth are automatically considered "Mandated Reporters". (Please see the Mandated Reporter summary included in this binder.)

Complete and up-to-date information for diocesan safety environment requirements and policy can be found at the diocesan Office of Child and Youth Protection (OCYP) web page: <https://dioscg.org/child-youth-protection/>

B. Checklist for Local Safe Environment Coordinator

- Assist and ensure all employees and volunteers have completed and signed the *Background Disclosure and Authorization* form.
 - Retain this form in a secure and locked manner for five years past the volunteer/employee's service.
 - Submit copies of these forms to the diocesan Office of Child and Youth Protection (OCYP) via mail or fax as soon as possible.
- Assist and ensure all employees and volunteers annually review and sign the *Code of Conduct* forms.
 - Retain this form in a secure and locked manner for five years past the volunteer/employee's service.

- Submit copies of these forms to the OCYP via mail or fax by October 15th.
- Assist and ensure all employees and volunteers have registered and completed the VIRTUS *Protecting God's Children* training
 - The training steps to VIRTUS registration are on the OCYP home webpage.
 - Assist and remind employees and volunteers read monthly training bulletins as provided by VIRTUS and/or the diocese.
- Maintain a current list of employees and volunteers that have met the diocesan Safety Environment requirements.
 - Submit this current list to the OCYP by April 15th. Use provided form on OCYP page.
 - Submit a report of completion using the excel form provide on the OCYP page.
- Assist and ensure children in Kindergarten through 12th grade is taught the VIRTUS' children's lessons. Please pay attention to OCYP's emails to know which lessons are to be taught for the year.
- Implement the Code of Conduct for minors working with minors
 - This is to be used for diocesan and parish activities where minors in grades seven through twelve have regular contact with other minors.
 - A copy of this document is to be kept at the Parish, School, or Diocesan Office of Youth Ministries.
- Have regular communication with parish, schools, and parents
 - Every parish and school are required to prominently display, in public gathering areas, the Safe Environment Reporting Procedures poster distributed by the OCYP.
 - Including a statement from the OCYP about safety environment in parish/school handbooks, and parent communications. Complete text can be found at: <https://dioscgo.org/wp-content/uploads/AnnualSEInstructionLetter2021-2022.1.pdf>

- New and/or untrained local safe environment coordinators
 - Training video (45 min) available online: <https://dioscg.org/local-safe-environment-coordinator-training-video/>
 - Please contact Rosie Francka at rfrancka@dioscg.org on completing the training video.

A. REPORTING A CONCERN

- Violations of the *Code of Conduct for Clergy, Employees and Adult Volunteers Working with Minors* may also be reported to the Diocesan Director of Child and Youth Protection, by calling (417) 866-0841, or by email to childandyouthprotection@dioscg.org or by contacting a Victim Assistance Coordinator.
- Concerns may be discussed with your supervisor, the Director of Child and Youth Protection or a Victim Assistance Coordinator, or the diocesan [TIPS](#) online reporting system.

B. FILING A REPORT/COMPLAINT

- All volunteers and employees working with children are considered “mandated reporters.” (See summary of Mandated Reporter)
- The diocese requires all adults working with children report any suspected or known abuse involving a minor or vulnerable adult to the Missouri Child Abuse and Neglect Hotline 800-392-3738 or 844-CAN-TELL.

C. Policy and Guidelines for Use of Technology

All Catechetical Leaders, Youth Ministry Leaders, and catechists are expected to be familiar with the diocesan “Policy and Guidelines for the Use of Technology, Email, and Social Media.” The use of email, texting, video conferencing, social media and other technology for communication and for teaching purposes must be in compliance with the policies and guidelines outlined in this document.

Parents should receive a copy of the “Policy and Guidelines for the Use of Technology, Email, and Social Media” and sign the corresponding release form found at the back of the document: “Parental/Guardian Consent and Media Release Form.” The release will be signed, submitted, and kept

on file at the parish prior to any use of email, texting, social media, video conferencing, or other technology in communicating with a minor.

Guidelines and Release form is found under the “resources” tab at:

<https://dioscg.org/child-youth-protection/>

Office of Child and Youth Protection (OCYP)

William Holtmeyer, Jr., MS, NCC, LPC, CEAP, Director billholtmeyer@dioscg.org

Rosie Francka, Administrative Assistant rfrancka@dioscg.org

(417) 866-0841, Toll free fax: 888-820-6032

- Main web page: <https://dioscg.org/child-youth-protection/>
- Checklist adapted from: <https://dioscg.org/about/local-safe-environment-coordinators/>
- 2021-2022 Instructions AND links to all forms:
<https://dioscg.org/wp-content/uploads/AnnualSEInstructionLetter2021-2022.1.pdf>

(Insert Mandated Reporter Summary and Technology Policy after this page)